

CITY OF SWEET HOME COMMUNITY GRANTS PROGRAM GUIDELINES

Purpose

The City of Sweet Home Community Grants Program is to provide funding for **non-profit groups** to assist with their efforts for the betterment of the Community of Sweet Home.

The City of Sweet Home Community Grants Program is funded by allocation of General Fund revenues on an annual basis through the City's Budget Adoption process. The amount of grant funding will be established annually through this process.

Grants will be solicited twice yearly as follows (approximate time frames):

	Applications Solicited	Grants Awarded
Cycle 1	June 1- June 30	July
Cycle 2	December 1 – December 31	January

Special FY 16-17 Opportunity

Applications Solicited	Grants Awarded
February 1- February 28, 2017	March 2017

(Recommended Request not to exceed \$500 for Special Opportunity for FY 16-17)

Criteria

The City welcomes grant requests from groups and/or organizations meeting the following criteria:

- **Applicant must be a not for profit entity and provide a copy of IRS documentation of 501 C status.**
- The group and or grant request must provide a documented benefit to the residents of the City of Sweet Home.
- Projects or programs must comply with applicable City, State and Federal regulations as applicable.
- Only one award per organization per calendar year will be considered

Limitations

Since the City of Sweet Home cannot fund every worthwhile endeavor, its resources are directed to those areas where community support will have the greatest impact. In general, the following are not considered for funding:

- Individuals
- Organizations that support political candidates or political philosophies
- Organizations whose primary purpose is to influence, promote or attempt to initiate legislation
- Organizations in need of funding for travel outside of Sweet Home
- For-profit ventures
- Endowments
- Budget deficits incurred prior to application
- Normal and routine operating and administrative expenses of the organization applying
- Groups or organizations already receiving City Funding or direct support

Priorities

The City of Sweet Home is interested in funding organizations that demonstrate they have planned their projects and activities with respect to the best interest of the community. Grant applications should keep in mind that priority is given to projects that:

- Encourage creation, revitalization and improvement of Community spaces
- Enhance or improved educational, athletic and social activities for community youth
- Support or enhance Community based special events and/or programs
- Promote Tourism and/or attract visitors to the City of Sweet Home
- Support established City Goals or objectives
- Attract positive coverage in local, regional and national media
- Reach a broad segment of the community
- Request seed money for innovative programs related to the aforementioned criteria
- Seek multiple sources of support rather than rely on the City of Sweet Home as a single funding source
- Promote cooperation among event organizers to reduce costs
- Enhance or improve the community

Application Process

Typically grants are available twice during the calendar year typically beginning July 1 and December 1. (A special opportunity is being provided in March/April of 2017). A completed application form shall be submitted to the City of Sweet home as indicated before the deadline for each funding cycle. City Staff will initially review all applications for completeness and to ensure they are eligible based upon the established program criteria. The Administration and Finance Committee of the Sweet Home City Council will review eligible applications. The Administration and Finance Committee will recommend applications to the City Council for funding based upon the established program criteria. The full City Council will approve grants by vote in a regular or special City Council Meeting.

Maximum grant allowances

The City of Sweet Home will annually establish the amount and quantity of grant allocations to be offered in each funding cycle. The maximum allowable grant amount is reviewed on an annual basis by the City Council and can be reduced or increased from year to year.

Distribution of Funds

Grants will be paid to the applicant on a reimbursement basis for expenses allowed according to the grant award. Reimbursements are made only for those expenses itemized in the approved grant application and project description. Any changes to the approved project/program post grant award must be reviewed and approved by the City. All unused funds shall be returned to the Community Grants program and carried forward to the next funding cycle for distribution.

The City reserves the right to withhold any or all funding if the City finds that the project is not proceeding according to the project outline.

Grant Follow-up Report

Organizations receiving grants must complete and submit a Grant Follow-up Report within 30 days after the event or upon completion of the project. This report documents how the funds were spent and verifies that the funds were spent solely for the purpose for which the grant was sought. Failure to submit the Grant Follow-up Report will result in disapproval of future grant applications.

City of Sweet Home
Community Grants Program Application

	Applications Solicited	Grants Awarded
Funding Cycle 1	June 1 – June 30	July
Funding Cycle 2	December 1 – December 31	January
Special Opportunity	February 1- February 28, 2017	March 2017

(Recommended Request not to exceed \$500 for Special Opportunity for FY 16-17)

1. ORGANIZATION/AGENCY:
2. ADDRESS:
3. PROJECT DIRECTOR: DAYTIME PHONE:
4. WEBSITE: E-MAIL:
5. PLEASE ATTACH A CURRENT COPY OF THE IRS AFFIRMATION OR DETERMINATION LETTER ISSUED TO YOUR ORGANIZATION.
6. PROJECT NAME:
7. DATE PROJECT TO BEGIN: TO BE COMPLETED:
8. TOTAL PROJECT BUDGET:
 - A. Amount Grant Funding Requested: \$ _____
 - B. Funds to be provided by Applicant: \$ _____

Sources of additional Project Funding”

_____	\$
_____	\$
_____	\$
_____	\$
9. SOURCE OF ORGANIZATION/AGENCY OPERATING FUNDS:
10. WHAT IS YOUR ORGANIZATION/AGENCY ANNUAL BUDGET?
11. NARRATIVE DESCRIPTION OF PROJECT (***If additional room is needed attach a written narrative.***)

12. ANY ADDITIONAL COMMENTS THAT SUPPORT THE NEED FOR PROJECT AND/OR PROJECTS MERIT AS AN EVENT OR ACTIVITY DESIGNED TO PROMOTE THE CITY OF SWEET HOME:

13. CERTIFICATION:
I/We certify the information contained in this application is complete, accurate, and fully discloses the scope and intent of our request for funding from the City of Sweet Home Community Grants Program. We agree to comply with the city's requests for information regarding the use of awarded funds and to provide access to accounting records related to these funds if requested.

We further acknowledge that any deviations from the uses described in the application will require us to submit a program amendment which will be reviewed and approved by the Administration and Finance Committee prior to receipt of any funds.

By signing this application, I/we accept and agree to be bound by the terms and conditions of Community Grants Program as administered by the City of Sweet Home in compliance with applicable local, State and Federal Law.

Signature (Project Director) _____
Date

RETURN APPLICATION TO:
City of Sweet Home
Community Grants Program
1140 12th Avenue
Sweet Home, Oregon 97386
Phone 541-367-8969

NO APPLICATIONS WILL BE ACCEPTED AFTER DEADLINE

For City Use Only:	
Date Received: _____	By: _____
Staff Review By: _____	Date: _____
Committee Review Date: _____	Action: _____
Council Review Date: _____	Action: _____

**CITY OF SWEET HOME COMMUNITY GRANTS PROGRAM
PROGRAM REIMBURSEMENT REQUEST FORM**

_____	_____
Applicant Name	Date of Request
_____	_____
Address	Request #
_____	<input type="checkbox"/> Final Request
City/State	Zip Code
_____	_____
Attn:	Phone

Project: _____

Summary of request (attach receipts):

Comments:

CERTIFICATION: I certify that to the best of my knowledge and belief, the billed costs and disbursement are in accordance with the approved project; the disbursements meet the intent of the City of Sweet Home Community Grant Program. I have included copies of all receipts for this request.

Applicant Signature

Date

Date

Date