



"Inspiring a Vibrant Community"

City of Cottonwood, Arizona

NOTICE OF FORMAL SOLICITATION

SOLICITATION TYPE:
COMMODITY/SERVICE SOUGHT:
SOLICITATION NO.:
PROPOSAL DUE DATE AND TIME:
LOCATION:

REQUEST FOR PROPOSALS
FY23 Outside Agency Grant Funding Program
FY23-AS-01
June 8, 2022 at 10:00 a.m. local Arizona time
City of Cottonwood
Administrative Services Department
Purchasing Division
821 N. Main Street
Cottonwood, AZ 86326

The City of Cottonwood is accepting applications for the fiscal year 2023 Grant Funding Program. The City of Cottonwood receives many requests for financial contributions from a variety of organizations and programs that serve Cottonwood. The purpose of the Grant Funding Program is to provide a structured application process for organizations providing local services or programs to apply for grant funding from the City of Cottonwood.

Applications will be received by the Purchasing Division, City of Cottonwood, **821 N. Main Street, Cottonwood, Arizona 86326**, until the time and date cited above. Applications received by the correct time and date will be forwarded to a review committee.

Applications must be in the actual possession of the Purchasing Division Office and stamped by a member of the Administrative Services staff on or prior to the exact time and date indicated above. **Late submittals or unsigned submittals will not be considered under any circumstances.**

Applications must be submitted in a sealed envelope with the Solicitation Name and Number and the Applicant's name and address clearly indicated on the envelope. All applications must be completed in ink or typewritten. Additional instructions for preparing your application are provided in the application documents.

Publish Date: Verde Independent – Wednesday May 11, 2022 and Wednesday May 18, 2022

PUBLISHERS AFFIDAVIT REQUIRED

CITY OF COTTONWOOD
FY2023 GRANT FUNDING PROGRAM

GRANT APPLICATION PACKET



"Inspiring a Vibrant Community"

Revised
May 5, 2022

PURPOSE

The City of Cottonwood receives many requests for financial contributions from a variety of organizations and programs that serve Cottonwood. The purpose of the City of Cottonwood Grant Funding Program is to provide a structured grant application process for consideration of these requests.

GENERAL INFORMATION

The City of Cottonwood is accepting applications for the City's fiscal year 2023 Grant Funding Program for services, projects, or programs that will have an immediate impact within the Cottonwood community.

Applications for FY23 Grant Funding Program will be received by the Purchasing Division, City of Cottonwood, 821 N. Main Street, Cottonwood, Arizona 86326, until the time and date cited on the cover sheet of the solicitation document, and shall be submitted in accordance with the instructions provided in this packet. Applications received by the correct time and date will be evaluated by a review committee.

Total available grant funding for FY23 is anticipated at \$150,000. There is no minimum grant request amount, however the City does intend to award various amounts to multiple applicants.

AUDIT REQUIREMENTS

For funding amounts of \$50,000 or more: Recipients must submit two original, bound copies of their most current annual audit report with their grant application. The fiscal year must be inclusive of the funding award, and the audit must be conducted by a certified public accountant licensed in Arizona. Each audit report must be accompanied by a management letter, and a copy of the agency's final budget for the fiscal year.

For funding amounts of less than \$50,000: An audit is recommended but not required by the City. The City at its discretion may require an examination of an agency's financial records by the City Finance Department.

ELIGIBILITY CRITERIA







1. Private non-profit entities or organizations with current operating by-laws are eligible applicants. For-profit firms and individuals are not eligible.
2. Eligible applicants must provide services, projects, or programs that benefit and are available (although not limited) to residents of the City of Cottonwood.
3. Applicants must demonstrate a community need that will be addressed by the Grant Funding Program.
4. Applications for one time projects and/or ongoing programs are eligible for funding.
 - Applicants who received funding in the previous fiscal year must provide the same goals and include the actual-results-to-date. If modifications to the targets from past year's goals are needed, applicants must provide a reasonable explanation as to why (in a separate document).
5. Applicants must be capable of executing a contract with the City of Cottonwood within 30 days of notification of award of grant.
6. Financial Quarterly reporting to the City of Cottonwood will be required for a minimum of one year, or through the period grant funding is being used.
7. A final program and financial report will be required at the end of the program.

8. An organization under this group **may be ineligible** for Outside Agency Funding if:
- It has undesignated cash reserves, exclusive of assets listed in parentheses (endowment, capital improvements, and other restricted funds and donated works of art) in excess of one year's operating expenses; or
 - It has budgeted a deficit in the fiscal year for which funds are requested. (In the case of an accumulated standing deficit, the organization must submit a feasible plan for eliminating the deficit with its application.)

SELECTION CRITERIA

The community services, projects and programs eligible are intentionally broad. This allows the City maximum flexibility in determining how best to allocate the limited grant resources to effectively and immediately meet a demonstrated community need.

The following aspects will be considered in the selection:

-  Additional points awarded to joint proposals with two (2) or more non-profit entities working collaboratively to reduce redundancy in delivering a common program, service or project. **(5 pts)**
-  The applicant's ability to document and state the community need to be addressed with the grant funding. **(10 pts)**
-  Funding Requested is appropriate for program, service, or project. (Preference will be given to **specific measurable projects** as opposed to requests for funds supporting general operations) **(15 pts)**
-  The applicant's ability to meet the stated need through the design of the service, project, or program. **(15 pts)**
-  The applicant's ability to describe how the program/services/project assists those populations in our community who are most vulnerable and are in need of support—while also demonstrating how the program/service/project aligns with one key focus area of the City's 2021-2023 Strategic Plan **(25 pts)**
-  Documentation of developmental efforts in identifying and selecting the proposed service, project, or program. What is the background of the project? How was it determined to be appropriate for the Grant Funding Program? How does the proposal relate to the need it is supposed to meet? How did the community need develop? **(30 pts)**

A selection committee will review the applications submitted. The committee will forward recommendations to the City Council who will make the final determination for grant awards and respective funding amounts allocated.

SUBMITTING THE APPLICATION

Completed original application (no fax or e-mail copies accepted) must be received on or before the time and date listed on the cover page of this document. The application shall be submitted in a **sealed** envelope clearly marked on the outside "**Application – FY23 Grant Funding Program,**" and shall be directed to:

Attention: Jeff Cook, Contract/Purchasing Administrator
821 North Main Street
Cottonwood, Arizona 86326.

The application cover sheet must be completed, and the application proposal must follow the format described.

No late applications will be accepted.

The City of Cottonwood reserves the right to reject any or all applications as deemed in the best interest of the City of Cottonwood.

Questions regarding the application process shall be directed to:

Jeff Cook
Contract/Purchasing Administrator
821 North Main Street
Cottonwood, Arizona 86326
(928) 340-2714
jcook@cottonwoodaz.gov

CITY OF COTTONWOOD

GRANT FUNDING APPLICATION COVER SHEET FISCAL YEAR 2023

NOTE: APPLICANTS MUST COMPLETE THIS COVER SHEET AND ATTACH THE GRANT PROPOSAL IN THE FORMAT DESCRIBED HEREIN.

Legal Name and Address of Applicant(s):

Business Registration Number: _____

Type of Organization of Applicant: (check one) Private ____ Non-Profit ____

Other (briefly explain legal structure of the organization) _____

Describe the function or purpose of the applicant organization.

Contact person information:

Name: _____

Title: _____

Address: _____

Phone: _____

Email: _____

Proposal Format:

Narrative proposals shall be attached to this application sheet following the format described below.

- **A Letter of Introduction.** Introduce the applicant organization(s), briefly describing the mission and history in the community of the organization. **(maximum 1 page)**
- **Community Need.** Describe and document the community need that you have identified to meet with this grant application proposal. **(maximum 3 pages)**
- **Grant Proposal.** Provide a detailed narrative description of the service, project, or program that you are proposing to meet this community need. At minimum, address the following questions in the proposal: **(maximum 5 pages)**
 - Amount of grant request.
 - Ability to meet the stated need through the design of the service, project, or program.
 - Why is this grant necessary or an appropriate source of revenue to meet this need?
 - Ability of the organization to complete the program as designed.
 - Project timeline.
 - Project budget.
- **Expected Outcomes.** If awarded the grant, describe the expected outcomes of the program, and how those outcomes will be measured. **(maximum 1 page)**
- **Assists most vulnerable populations & aligns with 2021-2023 Strategic Plan.** Describe how your program/services/project assists our communities most vulnerable populations and also aligns with one **key focus area** of the City’s Strategic Plan. **(maximum 2 pages)**
- **Addendum.** Attach an addendum to the proposal to include the following:
 - If incorporated, Articles of Incorporation. Operating by-laws.
 - Current budget for the organization.
 - Most recent end of year financial statement for the organization.
 - Any other information about the organization you would want to include.

City of Cottonwood Strategic Plan 2021-2023

Link to plan found here:

https://en.calameo.com/read/006585046988b6d86c415?utm_source=platform&utm_medium=email&utm_campaign=book_created&utm_content=html&utm_term=6585046

Key focus areas of Strategic Plan:

- 1. Foster Sustainable Growth and Development**
- 2. Ensure Our Quality of Life**
- 3. Lead With Environmental Stewardship**
- 4. Improve Our Infrastructure**
- 5. Embrace Financial Accountability and Transparency**

ELIGIBILITY CRITERIA

(To be completed by City)

Is the organization a non-profit entity or organization with current operating by-laws?

Y / N

Does the organization provide services, projects, or programs that benefit and are available to residents of the City of Cottonwood?

Y / N

Has the organization demonstrated a community need that will be addressed by the grant program?

Y / N

SELECTION CRITERIA

| Criteria | Maximum Points | Awarded points (completed by City) |
|--|-----------------------|---|
| Collaborative Effort Between Entities | 5 | |
| Identification of Community Need | 10 | |
| Funding requested is appropriate for program, service or project | 15 | |
| Ability to meet the stated need through the design of the service, project, or program | 15 | |
| Meets needs of most vulnerable populations of Cottonwood while aligning with Strategic Plan | 25 | |
| Documentation of developmental efforts in identifying and selecting the proposed service, project, or program. | 30 | |
| Total | 100 (max) | |