

CITY OF COTTONWOOD

BUILDING COMMUNITY GRANT PROGRAM

GRANT APPLICATION PACKET

Revised
February 22, 2016

PURPOSE

The City of Cottonwood receives many requests for financial contributions from a variety of organizations and programs that serve Cottonwood and the Verde Valley. The purpose of the Building Community Grant 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.

GENERAL INFORMATION

A total of \$15,000 is available for the city's fiscal year 2017 Building Community Grant Program for services, projects, or programs that will have an immediate impact within the Cottonwood community. **Applications are due to Jeff Cook, Purchasing Agent, 816 North Main Street, Cottonwood, Arizona 86326. Deadline date and time of submission is 3:00 p.m., March 30, 2016,** and shall be submitted in accordance with the instructions provided in this packet.

The maximum grant request is \$15,000. There is no minimum grant request amount.

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 Building Community Grant Program.
4. Applicants must be capable of executing a contract with the City of Cottonwood within 90 days of notification of award of grant.
5. Organizations must not have received a Building Community Grant from the City of Cottonwood within the past 3 fiscal years.
6. 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 report will be required at the end of the program.

SELECTION CRITERIA

The community services, projects and programs eligible are intentionally broad. This allows the City Council 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:

-  The applicant's ability to document and state the community need to be addressed with the grant funding.
-  The applicant's ability to meet the stated need through the design of the service, project, or program.
-  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 Building Community Grant Program? How does the proposal relate to the need it is supposed to meet? How did the community need develop?

A selection committee appointed by the City Council will review the applications submitted. The committee will forward recommendations for funding to the City Council who will make the final determination for funding of applications.

SUBMITTING THE APPLICATION

Completed original application (no fax or e-mail copies accepted) must be received on or before March 30, 2016 at 3:00 p.m. The application shall be submitted in an envelope clearly marked on the outside "**Application - Building Community Grant Program,**" and shall be directed to:

Attention: Jeff Cook, Purchasing Agent
816 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:

Jesus R. Rodriguez, CGFM,
Administrative Services General Manager
816 North Main Street
Cottonwood, Arizona 86326

(928) 340-2710
rodriguez@cottonwoodaz.gov

CITY OF COTTONWOOD
BUILDING COMMUNITY GRANT APPLICATION COVER SHEET FISCAL YEAR 2017
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)
- Project Team. Identify the people involved in the program, their role within the program, and their time allocation to the program. (maximum 1 page)
- 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.

ELIGIBILITY CRITERIA
To be used for rating purposes only

All questions are to be rated on a scale of 1-5, with 1 being the lowest and 5 being the highest.

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

1 2 3 4 5

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

1 2 3 4 5

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

1 2 3 4 5

SELECTION CRITERIA

Did the applicant document and state the community need to be addressed with the grant funding?

1 2 3 4 5

Did the applicant meet the stated need through the design of the service, project, or program?

1 2 3 4 5