

RESOLUTION NO 2024 - 038

CITY OF LAKE CITY, FLORIDA

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, APPROVING THAT CERTAIN APPLICATION FOR GRANT FUNDING; MAKING CERTAIN FINDINGS OF FACT IN SUPPORT OF THE CITY APPROVING SAID APPLICATION; PROVIDING FOR THE IMPLEMENTATION OF THE APPLICATION; REPEALING ALL PRIOR RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Lake City, Florida, (the "City") from time-to-time makes available certain funds of the City for allocation to third parties via funding grants; and

WHEREAS, the City desires to adopt a uniform method of application for said grants; and

WHEREAS, the City has developed forms for application for said grants using online/internet media; and

WHEREAS, the City desires that the information sought in the Exhibit attached hereto be the information sought via online/internet media; and

WHEREAS, adopting a uniform method of application for submission of grant applications by online/internet media is in the public or community interest and for the public welfare; now therefore.

BE IT RESOLVED by the City Council of the City of Lake City, Florida:

1. Adopting the uniform method of application for submission of grant applications submitted by online/internet media is in the public or community interest and for public welfare; and
2. In furtherance thereof, the grant application in the form of the Exhibit attached hereto should be and is approved by the City Council of the City of Lake City; and
3. The City Manager is the officer of the City designated by the City's charter and ordinances to implement and execute the directives of the City Council; and
4. The City Manager is directed to implement the grant application process using the grant application in the form of the Exhibit attached hereto; and
5. All prior resolutions of the City Council of the City of Lake City in conflict with this resolution are hereby repealed to the extent of such conflict; and
6. This resolution shall become effective and enforceable upon final adoption by the City Council of the

City of Lake City.

APPROVED AND ADOPTED, by an affirmative vote of a majority of a quorum present of the City Council of the City of Lake City, Florida, at a regular meeting, this ____ day of May, 2024.

BY THE MAYOR OF THE CITY OF LAKE CITY, FLORIDA

Stephen M. Witt, Mayor

ATTEST, BY THE CLERK OF THE CITY COUNCIL OF
THE CITY OF LAKE CITY, FLORIDA:

Audrey Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

Clay Martin, City Attorney

The following items will be included in the Zoom Grant Application:

Application Information:

- Amount Requested up to \$10,000
- Reimbursement Program
- Matching Grant
- Limit one application per fiscal year

Required Items to be submitted:

- IRS Tax Exempt Certificate
- Current 501 (c)(3) certificate
- Copy of W-9 certificate for the organization (EIN #)
- Level 2 Background Screening (LCPD will administer)
- Pictures of programs to show outcome
- Receipts submitted to receive funds
- Cancelled Checks or credit card statements to receive funds (No Cash payments)
- Letter(s) of support from community leaders or business partners
- Total project cost
- Proposed budget worksheet
- Volunteer match contribution
- In kind contribution and cash match
- Prior year and current financial statement-full statement or balance sheet and PNL
- Letter(s) of intent for in kind and cash match contributions
- Estimates from vendors or websites-at least 3 estimates for expenses over \$250-unit cost.
- Notarized meeting minutes recording motion; vote, and approval to pursue Mayor's Matching Grant Program.
- Sign Disclaimer

Additional Requirements:

- Have no active projects in any Mayor's Matching Grant Program
- Ensure and provide proof dollar for dollar match of the City's award with a combination of cash, volunteer labor and/or in-kind goods and services.
- Submit project status reports and final report in a timely manner.
- Invoice the City in order to have matching funds dispersed after meeting all of the requirements.
- No delinquent property taxes owed

Categories for Grant Funding:

- Youth/Senior Services
- Educational Programs for Youth
- Neighborhood Crime and Safety
- Social Service
- Cultural
- Athletic
- Historical
- Veterans Services

Restrictions:

- Organizations that discriminate or exclude participants on the basis of race, color, creed, sex, sexual orientation, gender identity, age, national origin, religion, disability, or marital status.
- Third-party or “pass-through” nonprofit organizations or fiscal agents
- Government agencies (but may associate with a government agency)
- Foundations whose sole purpose is fundraising, unless they directly deliver an eligible program
- Faith-based nonprofit organizations/programs, unless there is a non-faith-based service that is inclusive and available to all segments of the population
- National nonprofit organizations, unless dollars requested will remain in the city limits, impacts families who reside within the city limits and meets grant guidelines.
- funding or supplanting other City of Lake City services or programs
- appreciation gifts, plaques, or certificates for City staff or elected officials
- equipment purchases

Questions in Application:

Organization Name and information:

Applicants Name and Information:

CEO/Executive Director Information:

What year was the organization established?

What are the non-profit organization’s primary services and programs in the community?

Provide a brief description of the proposed project.

Provide a detailed description of the proposed project. Include a description of the identified need that the program will address.

What is the targeted population to be served?

How will you recruit and onboard program participants?

What is the timeline for the proposed program? Include the frequency and duration of sessions and/or activities.

Describe how volunteers will be recruited, trained and supported.

What is your organization's history and experience providing this type of program or service?

Do you have any partnerships with other organizations or businesses to provide this program? Please describe

What is the staffing plan for this program? Provide a brief description of primary staff and their qualifications.

Where will project activities take place? Please provide specific addresses for location(s). ALL grant-funded activities must take place within the city limits.

How many participants do you anticipate will participate in this project?

Provide at least two program performance measures that will be used to evaluate the program/project outcomes and impact (for example, "80% of children improved their teamwork skills based on pre-post surveys").

Do families pay a fee to participate? If yes, what is the fee?

Will any part of the grant being requested be used to assist families unable to pay? If yes, how much?

Grant requests may be approved for full or partial funding, If the organization receives partial funding, can the program still be implemented, and/or can additional dollars be raised?

Describe the proposed project or program, including the identified need that the program will address.

What is the timeline for implementing your project over the grant year?

Application Submissions:

Applications received one time per year. (subject to change)

If offered twice per year:

Applications received on or before March 31 will be reviewed for funding in the Spring cycle.

Applications received on or before September 28 will be reviewed for funding in the Fall cycle.

EXHIBIT