



CITY OF LAKE CITY

Handout from
ms. Phillips at meeting
2/26/24

Item # 2

Date: _____

The City of Lake City, Florida is accepting organization funding requests for Fiscal Year 2023-2024 for not-for-profit, tax-exempt entities and community-based organizations.

Grant Applications are available online at:

www.lcfla.com

Paper applications will also be accepted.

DEADLINE: _____

Please send the completed application along with supporting documentation by the above deadline to:

City of Lake City, Office of the City Manager
205 North Marion Avenue
Lake City, FL 32055

Or by email to: communityfundingrequest@lcfla.com

1. To be considered for funding, an applicant must provide a necessary service that benefits the residents of the Lake City community by augmenting an existing service provided by the City of Lake City or by providing an essential service not currently provided by the City.
2. Projects considered would:
 - Address significant community issues.
 - Present innovative, creative and practical ideas that build on the community's strengths.
 - Present a clear work plan that shows the ability to achieve the project's goals.
 - Encourages cooperation, creates efficiencies, and reduces duplication of services.
 - Develops the leadership potential of the community and promotes diversity.
 - Demonstrates quality, vision, collaboration, and good management.
 - Provides a plan for sustainability beyond the funding period.
3. Applicants for funding consideration must submit a completed application with a copy of the organization's adopted annual budget, bylaws, and state and federal I.D. numbers. A member of City staff may request additional documentation if necessary. If the application meets the minimum criteria, the applicant will be notified in writing of a date, time, and location to present their project to the City Council.
4. When the application period closes, City of Lake City staff and the City of Lake City Council will rank the applicants. The City Council will make the final recommendations and determine the funding level provided to each nonprofit organization.
5. All applications for *grant* funding shall be submitted in the particular year in which the *grant* funding is sought. The *grant* funding request shall be made on a form the City Manager or designee provides. The *grant* application form must be accompanied by all the required information set forth in the application form.
6. The maximum amount of money the City Council may annually appropriate for *grant* funding to nonprofit organizations shall not exceed \$5000.00 (up to \$15,000). The final decision to make a *grant* award pursuant to this article is at the sole discretion of the City Council and contingent on

the availability of appropriated funds in the City's annual budget. The Council may choose not to allocate funds in a particular fiscal year.

7. Purpose must fall in one or more of the following areas:
 - a. Cultural
 - b. Educational
 - c. Historical
 - d. Social Service
 - e. Economic
 - f. Environmental
 - g. Athletic
 - h. Veteran's Services
8. The organization must show evidence of community need for the function.
9. The organization should be non-profit and provide evidence of such status.
10. Level 2 Background checks are required for all applicants/Committees/Board Members. Background checks will be done at the Public Safety Building free of charge.
11. Organization should not duplicate present City service.
12. Funding priority will be given to those organizations whose services benefit primarily City residents. Those organizations whose service will have county-wide benefits should indicate the level of funding from the County.
13. Services provided by organizations should benefit the community as a whole and not direct activity towards target groups. Any fees charged by the organization should be reasonable.
14. Organizations should list members of the board and terms of service and if requested have available the minutes and meeting times of board meetings.
15. Organizations should list names and numbers of volunteers.
16. Organizations should list names and numbers of salaried personnel.
17. This policy is intended to provide information and assistance to applications and the City Council. Nothing herein should be taken to indicate intent to automatically fund, or conversely that the Council would be restricted arbitrarily from taking any action it deems appropriate.

DEADLINE: _____



City of Lake City

205 North Marion Avenue | Lake City, Florida 32055
Phone: (386) 758-5427 | Email: communityfundingrequest@lcfla.com

APPLICATION GRANT FOR FUNDING

Revised 2024

Date Received: _____

Application No: _____

Completed applications and requested documentation must be received by the City of Lake City by 5pm on XXXXXXXX

SECTION I: CATEGORIES (Please check one)

- | | | |
|--|--|--|
| <input type="checkbox"/> Youth / Senior Services | <input type="checkbox"/> Cultural | <input type="checkbox"/> Economical |
| <input type="checkbox"/> Social Service | <input type="checkbox"/> Historical | <input type="checkbox"/> Environmental |
| <input type="checkbox"/> Educational | <input type="checkbox"/> Public Safety | <input type="checkbox"/> Veteran Services |
| <input type="checkbox"/> Athletic | <input type="checkbox"/> Social Services | <input type="checkbox"/> Other (Please specify): |

SECTION II: EVENT/ORGANIZATION CONTACT INFORMATION (Please complete)

Organization/Applicant Name: _____

Event/Description: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Event Contact Name: _____ Phone: _____

Amount Requested: _____ (\$5,000.00 maximum) (up to \$15,000)

Application must be submitted with:

- Copy of Organization's current IRS form 990.
- Summarized copy of your Organization's Operating Budget for the current year.
- Supply one year of the organizations bank statements.
- Minutes from organization with the approval of the board to request funds.
- Current 501(c)(3) certificate
- Copy of Organization's W-9

Are you a Charitable/Non-Profit Organization? If yes, FL State Tax Exempt #: _____

***Please provide a copy of your current 501(c)(3) certificate with this Application Certificate included? No

SECTION III: ORGANIZATION INFORMATION (Please complete each item. Failure to do so will result in a incomplete application.)

How long has your organization been in existence? _____ (two year minimum required to qualify for funding)

Date organization was established: _____

Florida Department of State Registration Number: _____

Federal Employer Identification Number (FEIN): _____

Has your organization been funded by the City of Lake City previously? _____

If yes, when and how much? _____

Has your organization received federal or state funding in the last 18 months?

If yes, when and for how much? _____

What is your organization's fiscal year? _____ to _____

For the current fiscal year, what is the estimated annual operating budget of your organization? _____

Other question suggestions for the Application if needed:

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?

How many homes are located within the boundaries of your neighborhood organization?

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

How were residents involved in selecting and planning this project?

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

How will you recruit fellow residents to volunteer with this project?

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

What is the intended benefit? Why is it important to the neighborhood?

Suggestions on time line of submissions for applications:

Applications received one time per year.

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

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

Suggestions on yearly funds:

Limit to one application approval for the organization?

Can apply and awarded funds yearly?

Other Possible suggestions:

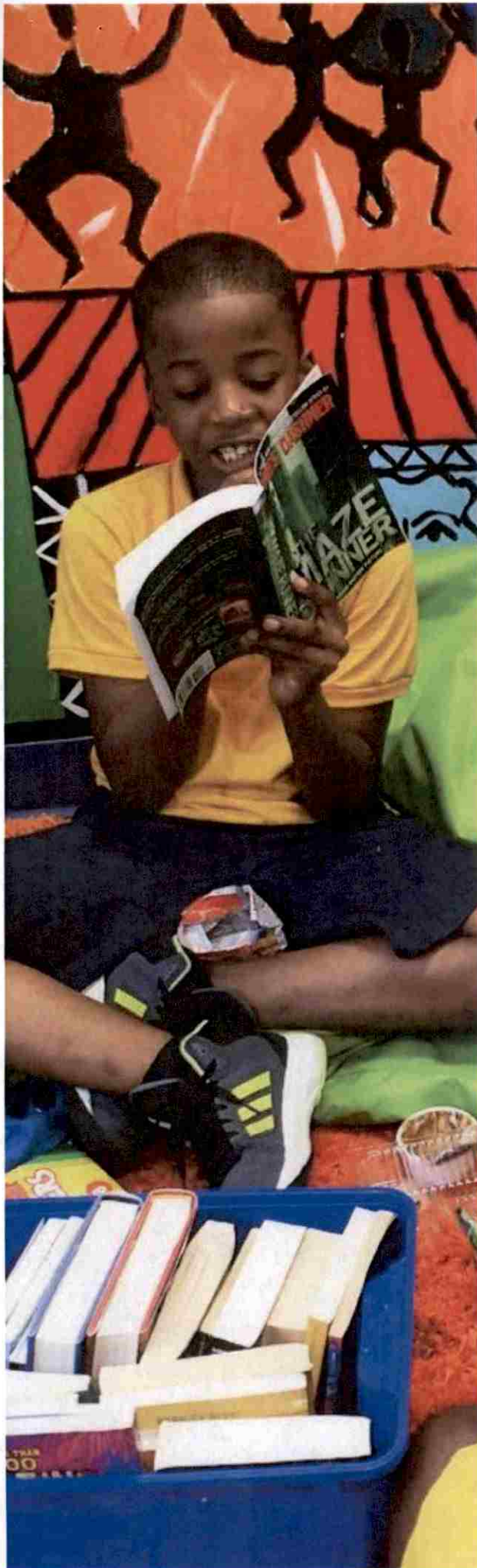
Do we want to require organizations to do matching funds?



Mayor's Matching Grant Program



GUIDELINES AND ELIGIBILITY FOR NONPROFIT ORGANIZATIONS



Purpose

The Mayor's Matching Grant provides non-profit organizations resources to implement projects they typically would not be able to fund.

The Mayor's Matching Grant (MMG) program was established to promote partnerships and collaborations with businesses, religious institutions, non-profit agencies and other community resources to provide youth programs that improve academic achievement, reduce youth crime and invest in the foundation of safe communities.

Grant funds are available bi-annually, with awards ranging from \$500 to \$5,000 that are matched dollar for dollar by the applicants using a combination of cash, in-kind contributions and volunteer labor.

Eligibility

- Federally Tax Exempt 501(c)3 Organizations
- Meet the **minimum** criteria as outlined in the application

Project Criteria

- Project must offer high-quality educational, academic, civic engagement or mentoring opportunities for youth during non-school hours
- Applicant cannot be a current recipient of a Mayor's Matching Grant
- Applicant must be in existence for at least one year
- Applicant must ensure dollar-for-dollar match of the grant request using a combination of cash, volunteer labor and/or in-kind goods or services
- Project must take place within the city limits

Managing Grant Funds

- Grant funds will be disbursed in the form of quarterly reimbursements for approved expenses.
- Grant recipients may request a cash advance of up to 50% of the grant award at the time of application to cover start up costs and purchase supplies.

Letters of Support

- Provide letter(s) of support from collaborative business or nonprofit partners.
- Letters of support from City of Lake City staff or elected officials will not be accepted.

Grant Match

- The total match must equal or exceed the amount being requested from the City of Lake City.
- A combination of cash, volunteer labor and/or in-kind goods or services can be used as match.
- In-kind or cash donations from City of Lake City services, staff, or elected officials cannot be counted as match.



Grant Match

| Match Component | Definition | Nonprofit Organization Contribution | Community Partner Contribution |
|----------------------------|---|--|--|
| Volunteer Labor | Volunteer labor from nonprofit organization staff or volunteers, valued at \$29.95 per hour | A minimum of 25% and a maximum of 50% of the grant award | Not required, although volunteer labor may strengthen and contribute to the success of the project |
| Cash | Cash contributions or donations | Unlimited | A minimum of 50% of the grant award in cash and/or in-kind goods or services |
| In-kind Goods and Services | Supplies, equipment, space or professional services valued at "fair market value" and furnished by legitimate service providers and/or businesses | Unlimited | A minimum of 50% of the grant award in cash and/or in-kind goods or services |





Project Guidelines

Successful grant proposals should represent innovative and promising ideas, reach a significant number of children or youth, and demonstrate broad-based community support.

Applicants must clearly describe the specific activities they will offer to engage youth in a positive pro-social peer environment.

Grants are awarded to high quality out-of-school opportunities for youth in the following areas:

- Education
- Academic
- Athletic
- Civic Engagement
- Mentoring Opportunities

Non-Eligible Projects/Expenses:

- Computers
- Office equipment
- Capital improvements or renovations
- In-school programs (programs offered during school hours)
- Administrative and/or indirect costs that are more than 15% of the non-profit organization's grant request
- Pre and/or post-award expenses
- Theme park tickets
- Projects that discriminate or exclude participants on the basis of race, religion, color, sex, sexual orientation, national origin, age, mental or physical disability. Access must be open to all segments of the community.
- Third party or other "pass through" organizations
- Faith-based organizations/programs, unless there is a non-faith-based service that is available to all segments of the population.

Program Performance and Outcomes

Applicants should develop a program design that will facilitate the gathering of data per the following required performance measures:

PERFORMANCE MEASURES:

- Number of Program youth served
- Number of contact hours with youth participants
- Number of program youth successful in achieving program goals

DATA REPORTED BY GRANTEE EACH QUARTER:

- Current youth enrollment
- Number of hours youth are engaged in project related activities
- Number of program youth who exited the program having completed program requirements
- Number of youth who exited the program during the reporting period (both successfully and unsuccessfully)



Selection Criteria

A Review Panel of past grant recipients, community leaders and volunteers will use the following criteria to evaluate each proposal. Total possible points is 30.

| | | |
|--|----------|---|
| Supports the Mayor's Matching Grant philosophy and mission | 5 points | The activities and programs described in the project proposal are designed to address educational enhancement, academic enrichment, public safety, crime prevention or anti-violence activities within the City of Lake City . The activities have youth programming with the majority of program participants residing in the City of Lake City . The activities and expenditures are within the guidelines of what is eligible for funding. |
| Community Partnerships | 5 points | Application includes Letters of Intent for in-kind donations such as supplies, equipment, space or professional services, which describe their donations and state the market value. Value of match meets or exceeds the minimum required. Proposed match is well documented and ready to expend. |
| Letter(s) of Support | 5 points | Provides letter(s) of support from community based organizations, community leaders or City of Lake City neighborhood organizations representing the areas where project activities will be taking place. Letters of support from City of Lake City staff or elected officials will not be accepted. |
| Benefit to City of Orlando residents | 5 points | Project provides a public benefit to City of Lake City residents. The project or activity takes place within the city limits. |
| Project Planning | 5 points | Well-planned, cost-effective and ready for implementation; shows a clear and reasonable vision for sustaining the project. Proposed activities are an innovative response to a recognized problem. Grant application is thorough and completed. |
| Budget | 5 points | Budget is reasonable projection of expenses and revenue. Budget accurately depicts revenues, expenses and matching funds; sufficiently justifies the amount of grant funds being requested. At least three written estimates from established vendors were submitted for any expenses that exceed \$250 per unit cost. Met or exceeded match amount according to grant funds requested. Expenses are itemized, specific and necessary for project implementation. |