



CITY OF LAKE CITY

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: _____