



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: March 15, 2023

Originating Department: Communications and Grants
Bethlehem Community Empowerment Center 2021-2022 Grant

Agenda Title: Funding Allocation Extension Request

Approved by Town Manager: John D'Agostino Digitally signed by John D'Agostino
 DN: cn=John D'Agostino, o=Town of Lake Park,
 ou=Town Manager,
 email=jdagostino@lakeparkflorida.gov, c=US
 Date: 2023.03.06 10:23:25 -05'00' **Date:** _____

Cost of Item: \$0.00 **Funding Source:** _____

Account Number: _____ **Finance Signature:** _____

Advertised:

Date: N/A **Newspaper:** _____

Attachments: N/A

Please initial one:

_____ Yes I have notified everyone

MA Not applicable in this case

Summary Explanation/Background:

When possible, the Town of Lake Park allocates funds to its small and large grant program; small grants are for citizens of the Town, and large grants are for local businesses and organizations. A total of \$20,000 (later amended to \$25,000) was allocated for the Town's grantmaking program in the 2021-2022 fiscal year, \$10,000 of which was awarded to Bethlehem Community Empowerment Center for the renovation of its field and the creation of a new multi-purpose field to be used for a variety of community events.

The Town's grantmaking program is a reimbursement program through which grant recipients pay for goods and services covered by the grant and are reimbursed by the Town upon submission of receipts. The grant application stated (in bold lettering, as presented) **As part of its application, the applicant must demonstrate the ability to complete the proposed project and expend all grant funds no later than August 31, 2022. Any funds that are not expended by this date will be forfeited unless prior written approval is provided by the Town Manager.**

In early 2023, the grant recipient reached out to Staff to say that the project had been completed and to inquire about where to send the required documentation. Staff informed the caller that the deadline for submission had passed several months prior, and it was unknown whether the organization could still receive the funding. As the application states the Town Manager can grant extensions prior to the due date, which has passed, the decision rests with the Town Commission.

At the end of the 2021-2022 fiscal year, the unused \$10,000 from the grantmaking program were moved to the Town's fund balance, where it remains at this time, and can be reallocated for this purpose if the Commission so desires.

Mr. Saul Chevelon is here this evening on behalf of Bethlehem Community Empowerment Center.

Recommended Motion:

At the Town Commission's discretion based on the information provided above.