



TOWN OF LAKE PARK GRANT APPLICATION INSTRUCTIONS AND FORM

I. GRANT PROCESS

The following processes have been established by the Commission of the Town of Lake Park to assist business entities and groups seeking financial support in the form of a grant from the Town of Lake Park (the Town). Grants are made available by the Town each fiscal year (commencing October 1 and ending September 30). The Grant Program, which is available to groups, corporate entities, etc., that are based in the Town, requires a 100% match by the applicant (applicants may request up to 50% of the total monetary cost of a proposed project, up to the maximum amount budgeted for this purpose, and must provide the other 50% via allowable matches). The maximum amount available shall be subject to the Commission's annual appropriation as part of its fiscal year budget. **No grant applications shall be put forth to the Commission to review for award either on a grant or reimbursement basis unless the Town's Finance Director has certified to the Commission that such funding has been budgeted for and appropriated during the regular fiscal year budget process.**

A 100% match is required, which may be provided in the form of volunteer labor (which is valued at \$33.49 per hour for the purpose of this grant program), donated services, goods/materials, in-kind contributions and/or cash from another organization or business. The match must be substantiated by the submission of a signed Contribution/Match Worksheet as part of the application. **Town resources MAY NOT be used as matching funds. Matching funds are not transferrable to other projects.**

Grant funds are to be disbursed as either direct payments to vendors or reimbursements to applicants with a valid checking account. In order to reimburse an applicant, the following must be submitted to the Town:

- Invoice from the applicant to the Town
- Vendor receipts marked "paid" and/or credit card receipts
- Copy of front/back of canceled checks if vendor was paid by check

All vendors receiving direct payment from the Town must complete a W-9 (and any other required paperwork) and file with the Town Finance Department. Applicants without a valid checking account will be limited to direct payments to vendors.

Interested applicants may request a one-on-one meeting with the Town's Grant Writer/Chief Public Information Officer by emailing publicinformation@lakeparkflorida.gov. Such meetings must be scheduled and held no later than one week prior to the due date of the application.

All grants are dependent upon the availability of the Town Commission's appropriation of funding. No expenses may be incurred before Town approval of the application. Payments to contractors, vendors or distributors that are in excess or outside of the grant award and arranged by the applicant are the responsibility of the applicant. **The Town shall not be held responsible for the arrangement of services made by the applicant. 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, 2025. Any funds that are not expended by this date will be forfeited unless prior written approval is provided by the Town Manager.

II. APPLICATION DEADLINE

Each applicant may submit only one application for funding each fiscal year. There is one funding round per fiscal year. *For FY 2024-2025, the deadline for submittal of all applications is 5:00 PM Eastern Time on TBD.* All applications ***must be submitted electronically*** to grantapplication@lakeparkflorida.gov. The Town will receive the time-stamped application and the applicant will receive a time-stamped, auto-generated response as soon as the application is received. This time stamp shall be conclusive as to the timeliness of each submittal. No hard copies of applications will be accepted.

III. ELIGIBILITY CRITERIA

With the exception of public entities, eligible applicants must be located within the municipal boundaries of the Town of Lake Park. Eligible applicants include legally established 501(c)3 nonprofit tax-exempt organizations; for-profit businesses; or public entities. Eligible projects must, in the opinion of the Town Commission, directly benefit the citizens of the Town of Lake Park. Grants will not be made to organizations or businesses that have been in existence for less than three (3) years prior to the date of application; 501(c)3 nonprofit tax-exempt organizations that have been in existence for less than three (3) years are eligible to apply. Organizations/entities that are already in the Town's budget to receive project funding are not eligible to apply for additional funding through this grant program.

Examples of projects or programs that are eligible for consideration are as follows (to the extent that such proposed projects or events are consistent with the eligibility criteria set forth above):

- *Beautification*, including community cleanups, landscaping in public rights-of-way, minor park improvements, public art
- *Children/Youth*, including short-term neighborhood-operated programs that would benefit children (after-school/summer program, tutoring, mentoring), neighborhood-based sporting events
- *Communication/Membership* such as websites, newsletters, advertising, membership drives, directories
- *Crime Deterrents* such as signage, newsletters and items associated with neighborhood crime watch operations (video devices may be considered as long as they can be affixed in a secure location)
- *Event Requirements*, including supplies, notices, entertainment, rentals for festivals/celebrations (any and all special events must obtain applicable Town of Lake Park Special Event Permits)
- *Identity Promotion*, such as signage, logo design, membership t-shirts

Eligible projects must comply with the Town's Comprehensive Plan (with regard to economic development projects), as well as all applicable land development codes, including the Florida Fire Prevention Code with Palm Beach County Amendments, if applicable. Such compliance must be evidenced by a review by the Town's Department of Community Development and the Palm Beach County Fire Inspector; compliance

will be noted on the application form by Town staff.

Examples of projects or programs that are **NOT** eligible for funding are as follows:

- Capital items, including any individual item over \$500 that would require tracking by Town property control, excluding signage/surveillance camera equipment
- Computer hardware and/or software, electronic devices and related equipment
- Food and/or provisions for festivals or celebrations
- Ongoing multi-year projects
- Ongoing or operational costs, including salaries or other personnel costs
- Projects or programs already being funded/scheduled to be funded during the fiscal year by the Town or another source, including current operating budgets
- Projects or programs that have already been completed
- Projects typically funded under other sources, such as the Town (or Palm Beach County) department operating budgets, Capital Improvement Program, Community Development Block Grant Program
- Political causes or candidates, religious organizations
- Residential improvements
- Grants from the Town cannot be used to meet the applicant's matching requirement under the Lake Park Community Improvement Beautification Fund or the Community Redevelopment Agency program funding, or to pay the Town's rental fees or deposits, or for payment of the Town's special event permit application fee

IV. ADDITIONAL REQUIREMENTS

Applications must be typed or neatly handwritten. All substantiating material (quotes, meeting minutes, match documentation, etc.) must be attached to the application at the time of submittal. All applicants are required to attend a pre-submittal meeting to be held on **TBD**.



TOWN OF LAKE PARK APPLICATION FOR GRANT ASSISTANCE

(Please type or print clearly)

SECTION 1: APPLICANT INFORMATION

Legal Name of Applicant: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____

E-mail Address: _____

Date Organization Was Legally Established: _____ State: _____

Legal Form of Organization: _____ Sole Proprietorship _____ C or S Corporation _____ Public Entity
_____ Limited Liability Company _____ Partnership or Limited Partnership _____ Nonprofit 501(c)3

Name of Principal Officer/Business Owner: _____

Title: _____

Contact Person for This Application: _____

Telephone Number (if different from above): _____

Nature of Organization (please list products/services provided; please attach a separate sheet if needed):

Palm Beach County Business Tax Receipt Number (if applicable): _____

Lake Park Business Tax Receipt Number (if applicable): _____

EIN Number (if applicable): _____

Project/Organization Name: _____

Address: _____

Detailed Project Description, Including Project Timeline (please attach a separate page if necessary):

DRAFT

Estimated Project Completion Date:

(Please note that all proposed projects must be consistent with the Town of Lake Park's Comprehensive Plan (with regard to economic development projects) and all applicable zoning requirements, as well as all applicable building and safety codes, as set forth in the Lake Park Code of Ordinances and the Florida Fire Prevention Code with Palm Beach County Amendments. For further information regarding these requirements, please contact the Lake Park Department of Community Development at 561-881-3318).

SECTION 3: FUNDING INFORMATION

Amount requested from Town of Lake Park

\$ _____

Compilation of matching funds:

Volunteer labor

\$ _____

(Calculate at \$33.49 per hour. Volunteer Labor Worksheet must be attached.)

Cash

\$ _____

(Please itemize on Contribution/Match Worksheet.)

Donated professional services

\$ _____

(Not including volunteer labor. Please itemize on Contribution/Match Worksheet.)

Donated materials/supplies

\$ _____

(Please itemize on Contribution/Match Worksheet.)

Other (please describe)

\$ _____

(Matching funds that are not directly related to the project will not be considered.)

Total Matching Funds:

\$ _____

Please explain how you will complete your project/program if you are awarded 75% of your request; if you are awarded 50% of your request; and if you are awarded less than 50% of your request. Please feel free to attach additional pages if necessary.

SECTION 4: HOW WILL THIS PROJECT MEET THE ELIGIBILITY CRITERIA SET FORTH IN SECTION III OF THE APPLICATION INSTRUCTIONS?

(Please attach additional pages if necessary)

SECTION 5: REQUIRED DOCUMENTATION

The applicant shall submit the following documentation:

- A copy of the current official Certificate of Status from the Florida Department of State (if applicable). *Please note that a printout of corporate information from the Department of State Corporations online public inquiry web page DOES NOT meet this requirement.*
- A copy of current Certificate of Status of Fictitious Name Registration from the Florida Department of State (if applicable)
- A copy of current Palm Beach County Business Tax Receipt (if applicable)
- A copy of current Town of Lake Park Business Tax Receipt (if applicable)
- A summary of how the applicant proposes to spend the grant funds
- Detailed program/project budget, including revenues and expenses
- A copy of applicant's current financial statements covering one fiscal year (prepared within 90 days of submittal of this application); or
- Copies of written estimates

For nonprofit organizations or public entities, in addition to the documentation listed above:

- A copy of the history of the organization, its mission statement and/or goals
- A complete copy of the applicant's Internal Revenue Service 501(c)3 tax-exempt certification letter
- A copy of the applicant's registration with the Florida Department of Agriculture and Consumer Services (for nonprofit organizations only)
- A list of the applicant's governing board (Board or Directors or similar) and a brief biography of each officer and member, including corporate/professional affiliation (if any)

SECTION 6: REPORTING AND REIMBURSEMENT

Applicant must submit a project report to the Town Manager within 60 days of completion of the project. The report must include final timeline of project, final costs and final outcomes. Documentation of expenditures to be reimbursed must be attached. If appropriate, photos may be included, but may not be used in lieu of a comprehensive report.

Following Town Manager review and approval of the report, reimbursement of all approved expenses will be processed, and a Request for Disbursement will be approved by the Town Manager and submitted to the Finance Department.

The following must be submitted to the Town in order to receive reimbursement:

- Invoice from the applicant to the Town
- Vendor receipts marked “paid” and/or credit card receipts
- Copy of front/back of canceled checks if vendor was paid by check

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VOLUNTEER LABOR WORKSHEET				
All volunteer labor hours must be allocated on or after TBD. Preparation of the grant application cannot be considered part of the volunteer labor hours)				
Type of Work	Volunteer Information			
	Name and Address	Phone Number	Number of Hours	Signature of Volunteer
TOTAL HOURS				Please attach additional Volunteer Labor Worksheets if necessary
RATE			\$33.49 PER HOUR	
TOTAL VOLUNTEER LABOR VALUE			\$	

CONTRIBUTION/MATCH WORKSHEET

Please provide information for each donation (not including volunteer hours) to be used as part of the grant project. Please make as many copies of this worksheet as necessary in order to include each contribution and/or match.

Grant Project Name: _____

Donation Type: _____Cash _____Services _____In-kind _____Goods/Materials
(Check all that apply) _____Other_____

Donor Information: _____
Organization/Company/Individual Name

Address City/Zip Code

Telephone Email

Detailed/Itemized Description of Contribution/Match: _____

Total Value of Contribution/Match: \$ _____
(The value of in-kind contributions must be determined by the donor, not the applicant)

Authorized Signature of Donor

Date