



IN-KIND ASSISTANCE GRANT

Grant Policy:

The City of Leon Valley has created the “In-Kind Assistance Grant Program” to meet the growing demand of in-kind assistance requests by local community organizations. Under this grant program, in-kind assistance includes financial resources, such as the use of the facilities, it may include providing City personnel, equipment or other services to serve a public purpose.

*Article 3, Section 52 of the Texas Constitution prohibits cities from making gifts of public funds to any individual, association, or corporation. However, as long as the expenditure is for a legitimate public purpose; in that the city or government will receive return consideration in order to determine whether a grant accomplished a public purpose; we must ensure that the expenditure is not for the benefit of private parties, that the city or government has control of the use of the funds, to protect the public's investment and to make sure we receive a returned benefit.

Applicants eligible to apply are non-profit organizations, charitable organizations, government entities, religious organizations, schools, or other tax-exempt organizations. **Proof of organization status is required.**

Please Note:

City Council voted on September 4th, 2018, ***“to require a deposit, no longer waive cleanup cost, no longer waive security, and add a setup fee which would be same as the cleanup fee and do not waive the fee at the discretion of each application coming to Council”.***

Grant applications are due:

- September 1st for events scheduled **October 1 – December 31**
- December 1st for events scheduled **January 1 – March 31**
- March 1st for events scheduled **April 1 – June 30**
- June 1st for events scheduled **July 1 – September 30**

Application Guidelines:

Applicants must submit a completed application along with supporting documentation. Incomplete applications will not be considered. All applications will be reviewed and scored by the In-Kind Assistance Grant Committee who will make recommendations to the Leon Valley City Council. The Leon Valley City Council will make all final decisions. Scoring is based on the following areas to determine a *public purpose**:

- (1) Qualifying organization/entity;
- (2) Outstanding debt with the City of Leon Valley, if any;
- (3) Generation of additional sales and tax revenues in Leon Valley;
- (4) Opportunity for community and visitor participation; and
- (5) Availability of requested City resources.

Applicants are eligible to apply only once from October 1 – September 30 of each year. Applicants applying for in-kind assistance for an annual event that was supported by a previous in-kind City assistance grant must submit a financial report indicating whether the previous event was profitable. All applicants that are awarded in-kind assistance from the City must return a completed **“Post Event Form”** within seven calendar days after the event. Delinquent post event reports will disqualify organizations from future in-kind services for one calendar year from date of event.

The In-Kind Assistance Grant Committee will update a list of City services eligible for in-kind assistance on a quarterly basis available at www.leonvalleytexas.gov. This list will also include the fees associated with each in-kind service to help the applicant fill out the budget for the proposed event.

Marketing Guidelines:

Event sponsor signage or any promotional materials (brochures, website, advertisements, etc.) are required to include an approved City of Leon Valley logo with the www.leonvalleytexas.gov website below the logo. Contact the City Communications Office, (210) 684-1391 ext.228 for approval and logo.

In-Kind Assistance Grant Committee:

The In-Kind Assistance Grant Committee will meet within one week after the application deadline to evaluate, score and make a determination for approval or denial of assistance requests. All applicants will be notified in writing of the Committee’s recommendations to the Leon Valley City Council. The Leon Valley City Council makes all final decisions.

Application Instructions:

Please complete the attached application form and provide the following documentation:

- (1) Proof of status (i.e. 501c3, non-profit, charitable, government, etc.);
- (2) Description of proposed event;
- (3) Budget for proposed event (must use format provided);
- (4) List of all in-kind assistance being requested; and
- (5) Marketing plan for proposed event, including identification and appropriateness of target audience.



In-Kind Grant Application

x6400 El Verde Road, Leon Valley, Texas 78238

210-684-1391 Ext: 228 Fax: 210-684-4476

X **Community Center** ☐ **Conference Center**

Please check all that apply:

☒ Non-Profit	☐ Religious	☐ Govt. Entity	☐ School	☒ Charitable	☐ Other (please specify):
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Organization Information

AARP Foundation

Name: AARP Foundation

Address: 601 E. Street NW, Washington, DC

Contact Number: (888) 687-2277 Email Address: _____

Event Coordinator: Jeff Brown 470-332-7286 C, 210-960-0075 H (Lv Msg if no Ans) Cell Phone: _____

Event Information

Date(s) of Event: Tues & Thurs/Feb 3 thru Apr14 Start Time: 0900 hrs End Time: 1300-1400 hrsAssembly Date: Tues / Thurs Start Time: 0900 End Time:
1400 hrsBreakdown/Clean-up Date/Time: Daily 2:00 – 3:00pmEstimated Attendees: 20 or more each day, with 90 minutes each allowed. By appointment.Appointments are made in person or by visiting Tax-Aide website.Purpose of Event: Free Tax AideFilingPrimary Audience: GeneralPublic

If event is a fundraiser, what will fundraising funds be used for?

NO

Will your event allow the sale or consumption of alcohol? If yes, have you already obtained the proper state permits? Please attach copy of permits.

NO

What benefits will the City of Leon Valley receive from this event?

People of Leon Valley may come to have their tax returns prepared FREE by the trained and certified counselors. No limits on income or age, though there are some limits on complicated tax returns. Residents of nearby areas may come also, and do other business in Leon Valley.

Describe the in-kind services that you are requesting such as security, facility usage, electrical, booth set-up, stage set-up, clean-up, transportation, barricades, etc.:

Facility use—a part of the large room, to be shared with others groups meeting on same days.

Tables and chairs. We request help for set-up of tables and chairs. The leaders are in their 70s and 80s; setting up the tables is difficult physically.

Specifically, the maintenance men who clean up the building daily could leave up some tables and chairs from Mondays and Wednesdays for us to use. No extra time involved. There would be less liability for physical injury if the Leon Valley crew could help.

It has been acceptable policy for us to leave up the tables and chairs at the end of our day.

Your parking spaces are adequate for our attendees without crowding others using the building.

Has this organization or project previously received in-kind City services? If yes, please provide the details, including the monetary value of the resources.

Yes, your generous grants for many (apx. 13) years have allowed our Tax-Aide TEAM to come to Leon Valley. All our workers are unpaid volunteers, working to provide valuable service to Leon Valley residents.

If this is a second or third request for assistance, please tell us what's new, improved, expanded, or innovative about this year's proposed project compared to previous applications.

No Significant improvements in service or use

Please describe your specific plans to market and promote the proposed project.

AARP Foundation conducts nationwide advertising for volunteers in the Tax-Aide and other volunteer programs. We talk about our program during tax season, attracting volunteers in your excellent buildings and grounds. We provide printed posters and flyers to your city, library; plus email and text copy that can be used to alert Leon Valley citizens of our services. AARP magazine nationally advertises TaxAide services.

Please attach all other supporting documents and mail or hand-deliver to:
*City of Leon Valley, Community Relations Director: 6400 El Verde Rd. Leon Valley, Texas 78238

Print Name: Jeffrey Brown

Signature:

FOR OFFICIAL USE ONLY

APPROVED	☐	DISAPPROVED	☐
SIGNATURE: _____		DATE: _____	

Comments/Notes: _____



Post Event Form

Within one week of the completion of the event supported by the In-Kind Assistance Grant, the applicant will provide a detailed report including the following documentation and information:

1. Documents illustrating the event planning process: Include any sample promotional information such as fliers, press releases, invitations, presenter and volunteer lists, event schedules and maps, evaluation forms, photo releases, and any other useful documents generated in the process.
2. Documentation of participants, activities, and participant evaluations: Include any photo- released digital images, video or print photographs, quotes or written statements from participants, copies of any photographs or articles resulting from media coverage of the event.
3. Post-event self-evaluation and summary of accomplishments: Include number of participants, number of volunteers, number and names of partnering organizations, self-evaluation of effectiveness in meeting stated goals, and other appropriate additional information.
4. Final Project/Event Budget: Include all actual event expenditures and all funding sources, including the in-kind received from the City of Leon Valley.

**Please submit the above information and all other supporting documents by mail or hand
deliver to:**

City of Leon Valley
Community Relations Director
6400 El Verde Rd. Leon Valley, Texas 78238