

GRANT ADMINISTRATION
PROCEDURES FOR CITY OF CHADRON
COMMUNITY BETTERMENT GRANTS

Fiscal Year 2018-2019

Modified Award Schedule

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CITY OF CHADRON
COMMUNITY BETTERMENT
GRANT APPLICATION FORM

Applicant: _____ Federal I.D. No.: _____

Address: _____
Street City & State Zip Code

Executive Contact: _____
Name Title Telephone No.

Principal Purpose of Organization: _____

Anticipated grant categories (see description in Introduction section)
Check as many as applicable

- | | |
|---|---|
| <input type="checkbox"/> Educational opportunities | <input type="checkbox"/> Community betterment opportunities |
| <input type="checkbox"/> Relieving distress | <input type="checkbox"/> Civic Engagement |
| <input type="checkbox"/> Improved physical well-being | <input type="checkbox"/> Improved public works |
| <input type="checkbox"/> Improving citizenship | <input type="checkbox"/> Lessening government burden |
| | <input type="checkbox"/> Improving tax relief |

Brief Description of Use of Funds _____

Primary Source of Funding for Project/Program: _____

	Amount	Percent
Funds Available and/or Pledge Received	\$ _____	
Amount of this Request for Grant	\$ _____	
Balance Required to Fully Fund Project/Program	\$ _____	
Total Funding Required for Project/Program	\$ _____	(100%)

Anticipated Source of Balance Required _____

Number of Persons Served Annually by Applicant: _____

Number of Persons to Benefit Directly From Project/Program: _____

CERTIFICATIONS

- The individual signing certifies that he/she is authorized to contract on behalf of the Applicant.
- The individual signing certifies that the Applicant is not involved in any agreement to pay money or other contributions for the execution of this agreement, other than to an employee of the Applicant.
- The individual signing certifies that the Applicant has not been debarred or suspended from doing work with any federal, state, or local government.
- The individual signing certifies that City of Chadron, or any of their duly authorized representatives, shall have access to any books, documents, paper and records of the applicant which are directly pertinent to a specific program for the purpose of making audits, examinations, excerpts and transcripts.
- Neither party shall have the right to assign or subcontract any part of its obligations under this agreement.

Name of Applicant (Print)

Date

By (Signature)

Title

INTRODUCTION

The City of Chadron is committed to Community Betterment within the City.

Community Betterment is defined as:

- Benefiting persons by enhancing their opportunity for educational advancement, such as contributing to the operation of a school or establishing or contributing to a scholarship fund.
- Relieving or protecting individuals from disease, suffering, or distress, such as purchasing food or clothing for the needy or helping to provide medical care for individuals in need.
- Contributing to the physical wellbeing of individuals, such as donations to foster athletic activities. To build, improve, or maintain parks or recreation facilities or to sponsor amateur athletic leagues or programs.
- Assisting individuals in establishing themselves as worthy and useful citizens by providing educational or business opportunities, such as contributions to training programs designed to provide individuals with job skills or to aid handicapped people in making contributions to the community.
- Providing individuals with opportunities to contribute to the betterment of the community, such as initiating cleanup or beautification projects.
- Increasing the comprehension and devotion to the principals upon which this nation was founded, such as sponsoring civic events to make individuals more aware of the history of the United States, State of Nebraska, or other civic institution or principals.
- Initiating, performing, or fostering worthy public works or enabling or furthering the erection or maintenance of public structures, such as contributing to a City building fund or donations to fund parks and recreation areas.
- Lessening the burdens borne by government or voluntarily supporting, augmenting, or supplementing services which government would normally render to the people, such as paying for housing, food, or medical services for needy people or aiding the elderly or contributing to the general fund of the City.
- Providing tax relief for the community, such as using funds raised to fund any program or needs which would normally be paid for by taxes imposed upon the community.

Proceeds shall not be used for any political activity, such as lobbying, or participating in or contributing to any political campaign on behalf of any elected official or person who is or has been a candidate for public office.

(Source - Title 316 – Nebraska Department of Revenue Reg 35-601)

APPLICATION REQUIREMENTS

Each application must contain one copy of all of the following:

- Community Betterment Grant Application Form – Completed, signed, and dated.
- Community Impact Statement (0-30 Points) – This section should be a brief outline (not more than two pages) setting forth the need, objective, and benefits of the project or program for which application is submitted.
- Program (0-10 Points) – This section must provide a statement setting forth plans for continuing or extending this project or program and for achieving ultimate financial responsibility and self-sufficiency or long-term leverage of funds.
- Budget (0-10 Points) – Fully detailed budget for project or program including source and identification of financial support received or committed.
- Federal Income Tax Exempt Verification – For tax exempt organizations (including but not limited to 501(C) organizations) a copy of Internal Revenue Service determination letter indicating your organization is exempt from Federal Income Tax. For private foundations a copy of most recent IRS Form 990-PF shall be submitted.
- Board of Director List – Submittal of applicant’s Board of Directors (Trustees) and Officers.
- Meeting Minutes – Minutes from Board Meeting authorizing request of funds.
- Mission Statement – A copy of the organization’s mission statement.
- By-Laws – A copy of the organization’s by-laws.
- Certification of Good Standing – A copy of Certificate of Good Standing from Secretary of State.

SOURCE OF FUNDS

The two sources of funding for Community Betterment are revenues generated from KENO lottery within the City and the Dividend proceeds from the participation in Public Alliance for Community Energy - ACE which is the retail natural gas supply organization of the Nebraska Municipal Power Pool (NMPP). These funds are held within the City of Chadron Keno fund and (P)ACE fund respectively.

SELECTION PROCESS

Responsibility/Participants

The selection process will be a joint responsibility of the City of Chadron and Citizen Advisory Review Committee. Applications will be reviewed on an annual basis by the Citizen Advisory Review Committee. The Advisory Review Committee will make recommendation of award to the Chadron City Council. The Chadron City Council will have final approval and/or denial of all awards.

Upon receipt of an application, the application will be inventoried for:

- a. Inclusion and completion of all forms/submittal material
- b. Signatures on all application forms

Failure to submit all required information shall result in application being deemed non-responsive. Applications deemed non-responsive shall be returned to the applicant without consideration of award for the current funding cycle.

Scoring

Proposals will be scored on a total point system of 50. Proposals must score at least 25 points to be considered eligible for funding. Applicants ranking highest in competitive order shall be selected for funding, subject to the amount of funds available. The City reserves the right not to award any grants during any particular cycle, and cannot guarantee funding, if any, will be 100% of application request.

Proposals will be rated according to the following scoring criteria:

- a. 0-30 points for Community Impact Statement
- b. 0-10 points for Program
- c. 0-10 points for Budget

ALLOCATION OF FUNDS

Award of funds shall be evaluated based on community need for each application that is received. There is no minimum individual award amount and the maximum individual award amount shall be capped at 50% of the overall funds appropriations for the fiscal year. The total amount of all awards during the fiscal year shall be limited to the appropriations of the funds for that fiscal year as approved by City Council. No guarantee is given that the award if, any, will cover 100% of the application request. The amount of the award will be based on the total requests of successful applicants.

APPLICATION TIMELINE REQUIREMENTS

(Fiscal Year 2018-2019 Only)

Notice of Grant Availability

The notice of grant availability and the request for applications will be released the first week of February 2019.

Deadline for Application Submittal

Applications must be postmarked within 60 days after the notice of grant availability is issued each year. Applications postmarked after this date will not be accepted, but may be resubmitted the following year. The application must contain all of the required information and supporting documentation. All sections of the application must arrive together. Supporting documents will not be accepted after the application is submitted. Faxed applications are not accepted. Hand delivered applications will be accepted.

Notification of Award

Depending on the availability of funds, the money will be awarded to qualifying applicants annually. Notification of the grant award may take up to 30 days following the submission deadlines. All applicants will receive a written notice of determination of award. Applicants whose proposal is not recommended for funding will receive their original proposal, along with written notice, including summary of reviewers' comments.

Acceptance of Grant

Successful applicants will have 30 days to provide a written response to the notice of approval letter, which indicates to the City that they are accepting the grant and the terms of the grant as contained herein. Successful applicants will have one year to complete all expenditures, unless an extension is approved by the City.

Reapplying

Successful applicants are eligible to apply for additional grants in future grant years if all funds awarded have been expensed and reported within the initial award year (October 1 to September 31) or the applicant has notified the City of the intent to expend all funds within one calendar year of the award. Applicants not selected for funding may reapply in any future funding cycle.

Receiving Funds

Once notified of the grant acceptance, Applicant shall submit a request for disbursement of grant dollars. Disbursement from the City to applicant may take up to 30 days from the request for disbursement being received by the City. Expenses/spending incurred after the notice of award and acceptance and prior to receipt of money will be considered eligible expenses.

FINAL REPORT

(Fiscal Year 2018-2019 Only)

If your application is selected for funding, you will be required to submit a final report upon completion of your project or an interim report by August 31st whichever is sooner. All funds awarded must be spent within one calendar year, unless a written request for an extension of time has been submitted and approved by the City. The City reserves the right to request receipts for all expenditures at their discretion. Grant funds shall not be used to pay sales and use tax.

The Final Report and Interim Report shall consist of the following information:

- a. Statistical Information/Program Impact – Organization receiving funds, anticipated number of individuals impacted by grant so far.

- b. Expenditure List – A detailed Expenditure List for the funds used and, the status of any remaining funds.
- c. Status of the Project – Brief explanation of the project, whether or not it is complete, and if not, a description of the plan to finish the project. If all of the funds have not been spent by July 31st, an addition report will be required when all funds are spent or 6 months thereafter whichever is sooner.
- d. Project Effectiveness – Provide a brief narrative statement as to how the funds assisted you in providing and meeting the program needs as outlined in your applications.

UNSPENT FUNDS

If for any reason all funds are not fully expensed, the receiving party shall remit all unused funds back to the City of Chadron within thirty (30) days after the closeout of the project. Should funds not be used in the manner in which they were identified in the grant application, all funds shall be remitted back to the City within thirty (30) days and the applicant shall be barred from applying for or receiving any future funding from the City.

SUGGESTIONS FOR PREPARING APPLICATION

- Read all directions carefully before beginning proposal preparation. If you do not understand something, please call for clarification. Not following the directions may result in your proposal being disqualified.
- Please avoid using confidential information.
- We strongly suggest that you use headings for each section of your proposal.
- Be sure to provide all the information that is requested. Leaving out information may result in your proposal being disqualified.
- Be as specific as possible when preparing your budget. All items should be clearly identified.
- Please number the pages of your proposal and appendices consecutively.
- Make sure that your name and/or program name are included on all attachments.
- Make sure that you have signed all necessary forms.
- Proofread your proposal for spelling, punctuation, and grammar. Be sure your proposal is neat and easy to read.
- Before submitting your proposal, double-check to be sure that your proposal is complete.
- Make sure your original application includes all supporting documentation. Supporting materials will not be accepted after the proposal is submitted.

- Please use 8.5 x 11 paper and staple your proposal in the upper left corner. Please do not enclose in binders.
- Keep a copy of the proposal for your reference and records.
- When asking persons to write letters of support, you might want to provide them some directions as to the content of the letter.
- Questions and requests for additional information should be directed to Chadron City Manager at 308-432-0505.