



GRANT APPLICATION PACKET

FOR

COMMUNITY ORGANIZATION
GRANT FUNDING PROGRAM

2011-2012

The City of Mesquite
10 E. Mesquite Blvd.
Mesquite, NV 89027
702-346-5295
www.mesquitenv.gov

Subject to funds being available, the purpose of the City of Mesquite Community Organization Grant Funding Program is to identify and support innovative projects provided by non-profit 501 (c) 3 organizations that support the City of Mesquite's statutory charge to provide for the Health, Welfare and Public Safety of the residents of Mesquite. The City's intent is not to be a continuing funding source, but to provide startup funds for non-profit organizations. In many cases, in-kind donations of services or facilities may be considered in lieu of monetary contribution.

We expect all non-profits requesting funding from the City to address their plans for future sustainability of their project/event.

Applications are due by March 23, 2011, no later than 5:00 p.m. Late applications will not be accepted.

It is essential that you carefully review the City of Mesquite's Funding Policies & Guidelines before submitting a grant request. Community Organization Grant Funding Program proposals must clearly demonstrate that the request is for project funding only.

Enclosed in the Community Organization Grant Funding Program application packet:

- Funding Policies & Guidelines
- Proposal Checklist
- Cover Sheet
- Proposal Narrative
- Proposal Budget
- Budget Narrative

Applications for funding should be submitted to:

**The City of Mesquite
ATTN: Bryan Dangerfield
10 E. Mesquite Blvd.
Mesquite, NV 89027**

DUE: March 23, 2011, no later than 5:00 p.m.

If you have further questions regarding the proposal policies, guidelines or instructions for Community Organization Grant Funding requests, please contact Bryan Dangerfield, Director of Economic Development & Redevelopment, at 702-271-2747 or bdangerfield@mesquitenv.gov.

Please note all grants are subject to availability of funds.

FUNDING POLICIES AND GUIDELINES

Applicant agencies must:

- Be recognized by the IRS as a tax exempt agency, 501(c)3 or equivalent, in good standing (must demonstrate non-profit status).
- Have a non-discriminative membership and service provision, and serve the best interest of the residents and visitors of Mesquite.

Priority will be given to projects/ events that:

- support the statutory charge of the City to provide for the Health, Welfare and Public Safety of the City of Mesquite residents
- demonstrate the capacity for success and the ability to operate projects/events that are sustainable
- provide a three-year plan to show project/event will become sustainable
- address long-term solutions
- provide innovative projects/events that will be used to address a defined need
- provide a direct service

All proposed projects/events must:

- show community need, and the projected number of people to be served
- not supplant other funds or duplicate services
- be realistic, achievable and sustainable
- have a proposed duration of no more than one year
- include an evaluation plan

No funding will be granted to individuals

THE CITY OF MESQUITE DOES NOT FUND

- Direct religious activities
- Political activism, lobbying, legislative activities, or legal action
- Agencies that discriminate based on race, color, creed, age, sexual orientation or national origin
- Fundraising events
- Capital campaigns, routine operating expenses, endowments, loans, debt reduction
- Activities that have already occurred
- Tickets to dinners or advertising space in program books or other publications
- Individuals
- Requests for “consumable” items only
- Indirect costs
- not supplant other funds or duplicate services

Initial _____ I acknowledge I understand program funding requirements.

FUNDING CYCLE & REVIEW PROCESS

The funding cycle for the Community Organization Grant Funding Program is yearly, with applications due **March 23, 2011, no later than 5:00 p.m. Late applications will not be accepted.**

A Grant Funding committee comprised of 5 individuals from the city staff and the community at large, will independently read and evaluate all qualified applications. Funding requests will be evaluated according to the following criteria: community need, project merit, impact or outcome, and self-sustainability. The Grant Funding committee may, after review, invite applicants to make a brief 10 minute oral presentation before the Committee where questions concerning the application may be discussed. The Committee will then forward recommendations to the Mayor and Mesquite City Council for review and consideration at the city's budget hearings in May 2011.

All Grant Funding committee recommendations will require the formal approval of Mesquite City Council whereupon applicants will receive a determination letter notifying them of the funding level decision. Thereafter, applicants receiving awards will be required to complete and return a Grant Agreement within 15 days of notification. Awards will be issued upon receipt of the signed Grant Agreement.

It is expected that a mid-year progress report will be submitted to the City Finance Department that will include project/event activities completed, accomplishments and financial statements for the six month period ending December 31, 2011. This mid-year report will be due by February 15, 2012. Guidelines for the mid-year report will be included with the grant agreement.

CITY OF MESQUITE COMMUNITY ORGANIZATION GRANT FUNDING PROGRAM

APPLICATION PACKET

PROPOSAL CHECKLIST

This checklist is for your use in completing your Community Organization Grant Funding Program proposal for submission to the City of Mesquite. Please submit an original and four copies with the materials in the order and methods listed below. Please staple the application. (Do not bind or put in folders).

Organization Name: _____

One (1) Signed Original and 4 copies:

- Proposal Checklist
- Cover Sheet
- Proposal Narrative
- Proposal Budget
- Budget Narrative
- Signed Certification Page

Supporting Materials:

- Evidence of tax exempt status (example: IRS tax determination letter)
- Current Board of Directors list
- Anti-discrimination statement
- Most recent financial statement, to include Balance Sheet; Profit & Loss Statement; Form 990 and annual audit if available
- Current Agency Budget
- Three-year plan showing project/event will become sustainable
- List of volunteer involvement and in-kind contributions
- Any supplemental materials relevant to this grant request

COVER SHEET

Organizational Information

Legal Name of Organization: _____

Mailing Address: _____

City, State, Zip: _____

Executive Director: _____

Phone: _____ FAX: _____ Email: _____

Contact Person (if other than Executive Director): _____

Phone: _____ FAX: _____ Email: _____

Tax ID #: _____ State of Incorporation: _____

Geographic Area Served: _____

Purpose of Request

Name of Project/Event: _____

Purpose of Project/Event: _____

Grant Amount Requested: \$ _____

Have you received funding from The City of Mesquite before? Yes No

Please list three prior years' projects and amount received.

	2008-2009	2009-2010	2010-2011
Project			
Amount	\$	\$	\$

PROPOSAL NARRATIVE

Your narrative should be four pages or less, utilizing 12-point font and responding to the following:

1. Agency Information:

- a) Mission Statement, brief statement of organization goals and objectives
- b) Brief summary of organization's history
- c) Description of current programs, activities and accomplishments

2. Purpose of Grant:

- a) Describe goals and objectives for the purpose of this grant
- b) Describe target population including number of individuals served
- c) Describe specific activities for which you are seeking funding and the timeline to be completed
- d) Is this a new or ongoing activity on the part of the sponsoring organization?
- e) Other organizations, if any, participating in this activity

3. Evaluation

- a) How will the proposed activities benefit the community and how will you know the community benefited? Be as clear as you can about the results you expect to achieve.
- b) What is the overall expected outcome of the project/event?
- c) How will implementation of the project/event impact the community?
- d) How will you sustain this project/event past the start up period?

PROPOSAL BUDGET

List funding from private and public sources for proposed fiscal year

Program/Project REVENUE	Received	Pending	Matching Requirements	Total
Government Grants				
Foundation Grants				
Corporate Grants				
In-kind Support				
Individual Donor Support				
Client/Service Revenue				
Other				
TOTAL REVENUE				

List projected expenses for proposal request:

Program/Project EXPENSES	Project Budget	Budget items requested from City of Mesquite
Staff Salaries		██████████
Employee Benefits		██████████
Professional Fees		
Training		██████████
Marketing/Advertising		
Equipment		
Travel		
Food for Program		
Materials/Supplies		
Other		
TOTAL		

BUDGET NARRATIVE

Address all line items in budget narrative including items for which you are not requesting City of Mesquite funding.

SUPPORTING MATERIALS

Please attach the following:

1. Copy of the original IRS determination letter indicating 501(c) 3 tax exempt status
2. Board of Directors List with occupations and/or community affiliations
3. Anti-discrimination statement adopted by board
4. Most recent fiscal year-end financial statements, (audited if available)
5. Current agency budget
6. Form 990 (if available)
7. Three-year plan showing how project/event will become sustainable
8. List of volunteer involvement and in-kind contributions
9. Any supplemental materials relevant to this grant request

CERTIFICATION

This signature certifies that the grant-seeking organization retains its stated tax exempt status, and further certifies that this status is not in danger of being revoked. All information in this application is correct to the best knowledge of the signer.

Print Name of Executive Director or Authorized Agent

Signature of Executive Director or
Authorized Agent

Date