

**Application for Funding
Community Grants
FY 2016-2017**

Please review the attached criteria and checklist as you complete this application. Completed applications should be sent to the Cannon Beach Parks & Community Services Committee, Attention Jennifer Barrett, P.O. Box 368, Cannon Beach, OR 97110. Electronic applications are available at www.ci.cannon-beach.or.us. All information must be submitted on 8 ½" x 11" papers. **Applications must be received at Cannon Beach City Hall by 2:00 p.m., Wednesday, April 20, 2016.** Applications submitted by fax or email will not be accepted or considered.

The Parks & Community Services Committee will review applications for funding at its May meeting and will make recommendations to the City Council at their June meeting. The City Council will consider the recommendations at their July workshop. A final determination may not be made until August. Applicants will be notified by letter of the Council's decision and checks will be disbursed within three weeks following Council action.

NEW THIS YEAR: All grant applicants are required to provide a 10 minute presentation about their project/program on Thursday, May 26, 2016. This enhances committee understanding of your grant request. At the May meeting the committee will determine if additional information is required from the applicant. Applicants will be notified on May 20, 2016 with the presentation schedule and with any questions or additional information the committee would like the applicant to provide during their presentation on May 26, 2016.

Please type or print. Use additional sheets as necessary.

1. Contact Information

Organization _____

Mailing Address _____

Telephone _____ Website (if applicable) _____

Contact Name _____

Email _____

2. Organization Information

Provide a brief statement of the history and purpose of your organization:

3. Grant amount requested _____



4. Program/Project Description

Purpose: Arts Community Educational Social Recreational
Environmental Other _____

Geographical Areas served: _____

Cannon Beach County Region Other _____

Audiences/age groups served: _____

Resident Regional Tourist Other _____

Describe the program/project for which you are seeking funding. Discuss the goal of the program/project, audiences and age groups served, curriculum or planned events or activities, dates, times, location, and program/project duration:

5. Contribution to the Community

How will this program/project enhance the quality of life in Cannon Beach?

6. Contribution to the Community Residents

How many Cannon Beach residents are served by this program?

7. Program/Project Budget

Attach a copy of the line item program/project budget, including line-item expenses and sources of income. Core and Impact grant applicants shall include a profit and loss statement for the past 2 years, if applicable. Emerging grant applicants shall attach a line-item program/project budget. Include expenses and sources of income.

8. Past Grants from the City of Cannon Beach

Attach Grant Recipient Evaluation Form from your most recently received grant.

Acknowledgment

I understand that, should a grant be awarded to me by the City of Cannon Beach, I will be expected to complete a summary report and evaluation form provided by the City within thirty (30) days of completion of the project or program.

By signing this application, I acknowledge that I am an authorized representative of the organization listed on this application, and am submitting this application with its full support and permission.

Signature

Date

Name

Title

**Criteria and Checklist
Community Grants Application
FY 2016-2017**

Criteria

The following criteria will be used by the Parks & Community Services Committee to evaluate applications for grants funding:

1. Applicant is a non-profit, tax-exempt organization. Strong preference is given to 501(c) (3) organizations.
2. Organization has a history of providing arts, educational, recreational, environmental, community, or social service programs/projects to the Cannon Beach community for a minimum of one year prior to the application, unless funding requested is for an emerging grant project application.
3. Program/project must clearly demonstrate relevance to, and favorable impact upon the quality of life in Cannon Beach.
4. Application must be received at City Hall by the deadline advertised.
5. Applicant agrees to provide the City with an evaluation of the program/project within 30 days of its completion, if awarded grant funding for the project. Evaluation will include a description of the events and services, audience, number of participants, and a final financial statement showing line-item income and expenses for the project. This form will be mailed to all award recipients.
6. Former grant recipients who have not submitted a completed evaluation will not be considered for grant funding.

Checklist for Grants Funding Request

Completed application form, signed by an authorized representative of the organization

A copy of organization's IRS statement as evidence of 501(c) (3) status, or evidence of non-profit status, and date organization was formed

A copy of line-item budget for proposed program/project for the current fiscal year

A copy of line-item organizational budget for the current fiscal year

Profit and loss statements for the past two years, if applicable

Evaluation for last grant received

All information is on 8 ½" x 11" sized paper. Applications submitted by fax or email will not be accepted or considered.

Thank you for your interest in the City of Cannon Beach's Community Grants!

