

# CITY OF CANNON BEACH



February 22, 2016

To Potential Community Grants Applicants:

Thank you for your interest in the City of Cannon Beach's 2016-2017 Community Grants Program. This annual program disburses funds for community projects which meet eligible criteria, and which demonstrate a positive impact upon our community. Enclosed are the application materials. The application packet is available electronically at [www.ci.cannon-beach.or.us](http://www.ci.cannon-beach.or.us). Completed applications will be accepted in person at City Hall or by mail using the City's official application form. Applications submitted by fax or email will not be accepted or considered. Grant requests must be submitted to Cannon Beach City Hall by **2:00 p.m. on Wednesday, April 20, 2016.**

Remember, the Community Grant application format must be carefully followed. Alternative formats will not be accepted. "On File with City" is not a valid response to application questions. **All grant application information and supporting documentation must be on 8 ½" x 11" paper.** Finally, organizations are required to provide a complete budget for the current fiscal year and profit and loss statements for the prior two years. **Incomplete or late applications will not be considered.**

For previous award recipients, emphasis will be placed on most recent evaluations when considering Community Grant requests. **Grant requests from organizations that have received a grant in the past will only be considered if an evaluation form has been thoroughly completed for the previous grant received.**

Grant applications for FY 2016-2017 will be reviewed by the Parks & Community Services Committee at their May 19th meeting. The Committee will make recommendations to the City Council for consideration at the August City Council meeting. Award checks may not be available until mid-August.

Please feel free to call me at 436-8048 or email me at [barrett@ci.cannon-beach.or.us](mailto:barrett@ci.cannon-beach.or.us) if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Jennifer Barrett". The signature is fluid and cursive.

Jennifer Barrett  
Administrative Assistant  
Parks & Community Services Committee Staff

Enclosures: FY 2016-2017 Community Grants Program Application for Funding  
Criteria and Checklist

**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](http://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!*



**Grant Recipient Evaluation  
FY 2016-2017**

All grantees are required to complete an evaluation of the grant-funded program/project to the City within 30 days of completion of the program/project. For ongoing program/projects, evaluations should be received prior to the submittal of a new grant request. Please type or print. Use additional 8 ½" x 11" sheets as necessary.

**Program/Project Title** \_\_\_\_\_

**Evaluator Name/Position** \_\_\_\_\_ **Date** \_\_\_\_\_

**1. Project/Program Summary**

Briefly describe your program/project as it was delivered. Include information on original program/project goals, number of participants, audiences served, types of activities and events, etc. Include specifically, the number of Cannon Beach residents served.

**2. Program/Project Evaluation**

a. Describe whether the program/project met its goals, and in what ways you believe the program/project was successful. Include participant comments or feedback if available.

b. Describe what could be done differently in the future to improve the program/project.

**3. Budget**

Briefly describe how the program/project did or did not meet its financial projections. Include a copy of the final program/project income and expenses, clearly showing the City of Cannon Beach's contribution, **on a line-item basis**, with this evaluation.

