

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. 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 if you have any questions.

Sincerely,

Jennifer Barrett
Administrative Assistant
Parks & Community Services Committee Staff

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