



# CITY OF CANNON BEACH

## Application for Funding Community Grants FY 2024-2025

Please review the attached criteria and checklist as you complete this application. Electronic applications are available at [www.ci.cannon-beach.or.us](http://www.ci.cannon-beach.or.us). Completed applications should be sent to the Cannon Beach Parks & Community Services Committee, Attention: Sheri Skotland, P.O. Box 368, Cannon Beach, OR 97110, dropped off at City Hall, or sent via the City's file-share system on its website (to [Skotland@ci.cannon-beach.or.us](mailto:Skotland@ci.cannon-beach.or.us)). Applications submitted by fax or email will not be accepted or considered. All information must be submitted in 8 1/2" x 11" format. If you are submitting your information via the electronic file-share system, you **MUST** submit everything as one PDF. **Applications must be received at Cannon Beach City Hall by 2 p.m., April 22, 2024.**

The Parks & Community Services Committee will review applications for funding at its May meeting and will make recommendations to the City Council at its June work session. The City Council will consider the recommendations at its July meeting. Applicants will be notified by letter of the Council's decision and it is anticipated that checks will be distributed in August.

All grant applicants are **required** to provide a 10-minute presentation about their project/program on Thursday, **May 9, 2024**. Please plan on these presentations to be conducted in person, but they may be done via Zoom in the case of extenuating circumstances preventing a representative of your organization attending. This enhances Committee understanding of your grant request. Presentations will take place between 9 a.m. and 12 p.m., and the schedule will be done alphabetically by organization name. At the May meeting, the Committee will determine if additional information is required from the applicant. Applicants will be notified on May 3, 2024, of the presentation schedule and with any questions or additional information the Committee would like the applicant to provide during their presentation on May 9, 2024.

Only one application per organization may be submitted. Organizations may submit multiple projects on the same application. If multiple projects are requested, please prioritize the projects. Each year, the funds available for Community Grants are distributed among many organizations, each doing vital work in our community. Typically, combined funding requests far exceed the amount of funding available. For example, combined grant requests were nearly double the available budget last year. Please keep this in mind as you consider your organization's specific needs and goals for each funding cycle.

### **ALL applicants must provide the following, in this order:**

- 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 nonprofit status, and date organization was formed
- A copy of line-item budget for the requested grant funds
- Evaluation for last grant received (if applicable)
- Completed W-9

### **FIRST-TIME applicants must also provide the following:**

- Profit and loss statements, or equivalent, for your past two complete fiscal years
- A copy of line-item organizational budget for your current fiscal year

### **If requesting general operating funds, or if it has been three years since your last Community Grants application was submitted, applicants must provide:**

- Summary profit and loss statements, or the equivalent, for your past two complete fiscal years
- Summary organizational budget for your current fiscal year

**Incomplete or late applications WILL NOT be considered.**

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

The Cannon Beach City Council recognizes all Community Grant recipients at the Community Potluck held each year in September. Recipients are strongly encouraged to attend the potluck and share information about their program with the Community. Potluck details will be included in letter of Council's decision.

Please type or print. Use additional sheets as necessary.

**1. Contact Information**

Organization	_____
Mailing Address	_____
City, State Zip	_____
Telephone	_____
Website	_____
Contact Name	_____
Contact Email	_____

**2. Organization Information**

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

- Number of years your organization has been a nonprofit
- Organization mission statement
- How your organization is currently fulfilling your mission
- How this funding request relates to and furthers your mission

3. **Grant amount requested**\_\_\_\_\_

4. **Program/Project Description (check all that apply)**

Purpose: Arts ☐ Community ☐ Educational ☐  
Social ☐ Recreational ☐ Environmental ☐  
Other ☐\_\_\_\_\_

Geographical Areas served:

Cannon Beach ☐ County ☐  
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**

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**8. Past Grants from the City of Cannon Beach**

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

**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 2024-2025**

**Criteria**

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

1. Applicant is a nonprofit, 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. Applications must be submitted in the following order.**

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