

City of Calistoga
COMMUNITY ENRICHMENT GRANTS
APPLICATION INSTRUCTIONS

Applicant Information: Please provide the requested information including: name, address, phone, Federal Tax ID Number, and two (2) contact names. Two contact names are required for the application to be considered complete. If an applicant does not have a Federal Tax ID Number, and their application is approved, a valid Social Security Number will be required prior to award of grant funding.

Amount of Grant Request: Enter the total cost of the proposed program, the dollar amount of city grant funds you are requesting, and amount of applicant provided support.

Eligibility Requirements: Both individuals and organizations are eligible to apply for grant funds. The three basic requirements which must be met for an organization or activity to be eligible to apply for Enrichment Grants are:

1. The organization cannot have received money for the same purpose from other City sources for the current fiscal year.
2. The program must demonstrate how it will address a recognized need in the community.
3. The organization must have a non-profit status.

Program Description/Scope: The program description should describe the nature of the program, the benefits to the Calistoga community, and the projected percent of Calistoga residents served by the program, i.e., if the program only serves Calistoga residents, then this would be 100%.

Please provide an implementation schedule for the program showing the timeline and activities required to implement the program. If this is an ongoing program for which you are requesting funds, describe how the program will be funded in the future without the City grant.

Applicant Background: Provide the requested information on your organization. If available, please attach an organization chart.

Experience in Program Area: Provide information relating to the applicant's and other employees' experience in the program for which funds are being requested. Include the number of years providing similar services and the experience level of the individual(s). Provide any other information which would be useful to the reviewers in understanding your capabilities to provide the services for which the funds are requested.

Financial Capabilities/Budget: In addition to providing a detailed budget for the program request, please include:

- 1) A funding schedule (your request for the timing of disbursement of the funds).
- 2) The applicant information on current funding sources, and previous City funding received or requested within the past three years.
- 3) A detailed financial statement of the organization for the most current year.

Signatures: We require two contact names and their signatures.

Reporting Requirements: A report on how the funds were spent will be required to be filed with the City annually. Proof of program expenses are required to be held for two years during which time the City reserves the right to audit the records.



CITY OF CALISTOGA

**COMMUNITY ENRICHMENT GRANTS
FY 2019-2020 APPLICATION
Must be Received in the Clerk's Office by:
Wednesday, May 22, 2019 at 4:30 P.M.**

Submit to:

City Clerk's Office
1232 Washington St
Calistoga, CA 94515

Please complete the following. You may attach additional pages if necessary.

Name of the Program: _____

Name of Applicant/Organization: _____

Address: _____

Phone: (____) ____ - _____ FAX (____) ____ - _____

Contact 1) _____
name *phone*

_____ *e-mail*

Contact 2) _____
name *phone*

_____ *e-mail*

Non-Profit Corporation Designation: _____

Federal Tax ID #: _____

or Social Security #: (required prior to award of grant funding) _____

Total Cost of Proposed Program: \$ _____

Amount of Grant Request*: \$ _____

(*This amount should include the value of any requested City fee or permit waivers and/or estimated staff time)

Amount of Applicant Provided Support*: \$ _____

(*This amount should include the value of any volunteer time or contributions from other sources)

Eligibility Requirements:

Please answer the following questions:

- | | Yes | No |
|---|--------------------------|--------------------------|
| 1. Have you or will you be receiving funding in Fiscal Year 2019/2020 for this program from other City sources? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are you aware of any other City program providing this service? If so, which one? _____ | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered yes to either of these questions, your request may not be eligible for this grant program. Please contact the City Clerk at the City of Calistoga at (707) 942-2807 for further information, if desired.

Program Description/Scope (please use additional pages if necessary):

Describe your program:

How will this program benefit the Calistoga Community? How will the program address the following City Council’s adopted Enrichment Objectives?

“Will the activity or program...”:

1. Provide services to the elder community?
2. Provide services to youth in the community?
3. Expand services to members of the Hispanic community?
4. Provide community specific environmental enhancements?
5. Enhance the appearance of the community?
6. Any other services provided for the greater good of the community

Funding Request

Identify the funding type requested and the proposed use of funds.

- Cash

- In-kind funding (fee waivers, staff time cost waiver, rental fee waivers, etc.)

How many Calistoga Residents will be served by this program? _____
 If you have received CEG funding last year, please share how many residents/participants benefitted from your program and any successes that you feel make your program stand out?

Applicant Background:

This applicant is a (an):

- Non - Profit Tax Exempt Other _____
 Local Public Agency State or another Public Agency

Years in Business or providing this program: _____
 Number of Employees: _____
 Number of Volunteers: _____
(Please attach an organization chart, if available.)

Names of all Officers and Board of Directors:

| <u>Name:</u> | <u>Position in Organization and Contact</u> |
|----------------|---|
| <u>Number:</u> | |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Experience in Program Area:

Previous City funding received or requested in the past three years:

(Please attach a budget for program request including funding schedule.)

Reporting Requirements:

A report on how the funds were spent will be required to be filed with the City annually, or when funds are spent, whichever comes first. Proof of program expenses are required to be held for two years during which time the City reserves the right to audit the records.

We agree to adhere to the reporting requirements described above. Yes No

Certification:

We, the undersigned, do hereby attest that the above information is true and correct to the best of our knowledge. **(Two signatures required)**

Signature Title Date

Signature Title Date
