

**TOWN OF LAKE PARK
GRANT APPLICATION INSTRUCTIONS AND FORM**

I. GRANT PROCESS

The following process has been established by the Commission of the Town of Lake Park to assist groups seeking financial support in the form of a matching grant from the Town of Lake Park. For each Fiscal Year (commencing October 1st and ending September 30th, grants are available from the Town of Lake Park (Town). The maximum grant is 50 percent of the total monetary cost of a proposed project up to the maximum amount budgeted for this purpose.] The maximum amount available shall be subject to the Commission's annual appropriation as part of its fiscal year budget. **No grant funding shall be recommended to the Commission for award either on a grant or reimbursement basis unless the Finance Director has certified to the Commission that such funding has been budgeted for and appropriated during the regular fiscal year budget process.**

The grant amounts will be available on the following basis:

- **Small Grant Program:** The maximum grant amount that shall be available through this program shall be \$500.00 (which are approved by the Town Manager. Grant applications for funding through the Small Grant Program must be approved by the Town Manager following written confirmation by the Town's Finance Director of the availability of funds prior to approval and after notice of intent to award has been provided by the Town Manager to the Commission. The total amount needed is to be used in determining the grant award. There shall be no artificial division of needed grant funding in order to qualify for the Small Grant Program. No match is required for the Small Grant Program.
- **Large Grant Program:** The grant amount that shall be available through this program shall be \$500.01 to a maximum of \$ 20,000.00 budgeted for Fiscal Year 2019 (which must be approved by the Town Commission at a regularly scheduled Town Commission meeting). A 50 percent match is required for the Large Grant Program, which may be provided in the form of volunteer labor (which is valued at \$20/hr for the purpose of this grant program), donated services, goods/materials, in-kind contributions, and/or cash from another organization or business. The match must be substantiated with a signed Contribution/Match Worksheet as part of the application. Town resources may NOT be used as matching funds. Matching funds are not transferable to other projects.
- **Grant funds are to be disbursed as either direct payments to vendors or reimbursements to applicants with a valid checking account. In order to reimburse an applicant, the following items must be submitted to the Town: 1) Invoice from the applicant to the Town; 2) Vendor receipts marked "paid" and/or credit card receipts; 3) Copy of front/back of cancelled checks if vendor was paid by check. All vendors receiving direct payment from the Town must complete a W-9 (and any other necessary paperwork) and file with the Town Finance Department. Applicants without a valid checking account will be limited only to direct payments to vendors.**

All grants are dependent upon the availability of the Commission's appropriation of funding. Funds are expected to be available for release by the Town by February 1, 2019. No expenses may be incurred before Town approval of the application. Payments to contractor, vendors or distributors that are in excess or outside of the grant award and arranged by the applicant are the responsibility of the applicant. The Town shall not be held responsible for arrangements of services made by the applicant. **As part of its application, applicant shall demonstrate the ability to complete the proposed project and expend all grant funds no later than September 30, 2019.**

II. APPLICATION DEADLINE

Only one grant application per applicant shall be considered for funding each fiscal year. There is one funding round per fiscal year. For Fiscal Year 2019, the deadline for submittal of all applications for funding is 5:00 p.m. Eastern Time on February 1, 2019. All applications must be submitted with an original signed in blue ink and three (3) copies in sealed envelopes/packages to the following address:

Town of Lake Park
Office of the Town Clerk, Town of Lake Park
Lake Park Town Hall
535 Park Avenue
Lake Park, Florida 33403

NO APPLICATIONS WILL BE ACCEPTED BY FAX OR E-MAIL.

All required back-up material (quotes, meeting minutes, etc.) must be attached to the application at the time of submittal, and applications must typed and must be provided on 8½” x 11” paper.

Applications received after the above-stated deadline shall be returned unopened. Receipt of an Application by any Town office, receptionist, or personnel, other than the Office of the Town Clerk shall not constitute “submittal”. The Town Clerk’s time stamp shall be conclusive as to the timeliness of each submittal.

III. ELIGIBILITY CRITERIA

With the exception of public entities, eligible applicants must be located within the municipal boundaries of the Town of Lake Park. Eligible applicants include legally established 501(c)(3) nonprofit tax exempt organizations; for profit-businesses; or, public entities. Eligible projects must, in the opinion of the Town Manager (for the Small Grant Program) and the Town Commission (for the Large Grant Program) directly benefit citizens of the Town of Lake Park. Grants will not be made to individuals or to organizations or businesses that have not been in existence for three (3) years prior to the date of application; however, new start-up 501(c)(3) nonprofit tax exempt organizations are eligible to apply.

Examples of projects or programs that are eligible for consideration are as follows (to the extent that such proposed projects or events are consistent with the Eligibility Criteria set forth above):

- **Beautification** – community clean-ups, landscaping in public rights-of-way, minor park improvements, public art.
- **Children/Youth** – short-term neighborhood operated programs which would benefit children (after-school/summer program, tutoring/mentoring), neighborhood-based sporting events.
- **Communication/Membership** – web sites, newsletters, advertising, membership drives, directories.
- **Crime** – signage, newsletters and items associated with neighborhood crime watch operations. Video devices may be considered, as long as they can be affixed in a secure location.
- ***Events** – supplies, notices, entertainment, rentals for festivals/celebrations. **Special events must obtain applicable Town Special Event Permits*
- **Identity** – signage, logo design, membership t-shirts.

Eligible projects must comply with the Town’s Comprehensive Plan (with regard to economic development projects) as well as all applicable land development codes, including the Florida Fire Prevention Code with Palm Beach County Amendments if applicable. Such compliance must be evidenced by a review by the Town’s Department of Community Development and the Palm Beach County Fire Inspector, and the compliance noted on the application form by the Town staff.

Examples of projects or programs that are NOT eligible for funding are as follows:

- **Capital Items** – any individual item over \$500 that would require tracking by City property control, excluding signage/ surveillance camera equipment.
- **Computer Hardware/Software** – and other electronic devices and related equipment.
- **Food and/or Provisions** – for festivals/celebrations.
- **Ongoing Multi-year Projects**
- **Ongoing or Operational Costs** – including salaries/personnel
- **Projects/Programs already funded from another source (including current operating budgets)**
- **Projects/Programs that have already been completed**
- **Projects typically funded under other sources such as the Town (or Palm Beach County) department operating budgets, Capital Improvement Program, Community Development Block Grant Program**
- **Political causes or candidates, or religious organizations**
- **Grants from the Town cannot be used to meet the applicant’s matching requirement under the Lake Park Community Improvement Beautification Fund or the Community Redevelopment Agency program funding or to pay the Town’s rental fees or deposits or for payment of the Town’s Special Event Permit Application fee**

IV. MANDATORY PRE-APPLICATION CONFERENCE

A mandatory pre-application conference will be held at 10:00 a.m. Eastern Time on January 15, 2019 in the Commission Chamber, Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida 33403. Only those entities that have attended this mandatory pre-application conference will be eligible to submit applications to this program.

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TOWN OF LAKE PARK

**APPLICATION FOR GRANT ASSISTANCE
(Please type or print clearly)**

I. APPLICANT

- A. Legal Name of Applicant: _____
- B. Address: _____
City: _____ State: _____ Zip Code: _____
- C. Telephone No. _____ FAX No.: _____
- D. E-mail Address: _____
- E. Date the Organization Was Legally Established: _____ State: _____
- F. Legal Form of Organization (Please Check One Box): _____ Sole Proprietorship;
_____ C or S Corporation; _____ Limited Liability Company; _____ Partnership or Limited
Partnership; _____ Nonprofit 501(c)(3) Tax Exempt; _____ Public Entity
- G. Name of Principal Officer/Business Owner: _____
_____ Title: _____
- H. Contact Person for This Application: _____
- I. Telephone No. (*if different from above*): _____
- J. Nature of Organization (please list products/services provided): _____

- K. Palm Beach County Business Tax Receipt Number (*if applicable*): _____
Expiration Date: _____
- L. Lake Park Business Tax Receipt Number (*if applicable*): _____
Expiration Date: _____

II. DESCRIPTION OF PROPOSED PROJECT

- A. Project/Organization Name: _____
- B. Address: _____
- C. Detailed Project Description Including Project Timelines and Estimated Completion Date
(*attach additional sheets if necessary*):

[Please note that all proposed projects must be consistent with the Town of Lake Park's Comprehensive Plan (with regard to economic development projects)] and all applicable zoning requirements, as well as all applicable building and safety codes, as set forth in the Lake Park Code of Ordinances and the Florida Fire Prevention Code with Palm Beach County Amendments. For further information regarding these requirements, please contact the Lake Park Department of Community Development at 561-881-3318.

III. FUNDING INFORMATION

- Town of Lake Park
Amount Requested \$ _____
The maximum grant amount that shall be available through the Small Grant Program is \$500.00 for which no match is required. The maximum grant amount that shall be available through the Large Grant Program shall be \$500.01 to \$25,000.00.

▪ **Compilation of matching funds:**

Volunteer Labor \$ _____
(Calculate at \$20/hr — Please complete Volunteer Labor Worksheet)

Cash \$ _____
(Please itemize in Contribution/Match Worksheet)

Donated Professional Services \$ _____
(Not including Volunteer Labor—Please itemize in Contribution/Match Worksheet)

Donated Materials/Supplies \$ _____
(Please itemize in Contribution/Match Worksheet)

Other (please describe) \$ _____
(Matching funds which are not directly related to the project shall not be considered)

Total Matching Funds: \$ _____

IV. HOW WILL THIS PROJECT MEET THE ELIGIBILITY CRITERIA AS SET FORTH IN PARAGRAPH III OF THE APPLICATION INSTRUCTIONS?

(Attach additional sheets if necessary)

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V. **REQUIRED DOCUMENTATION**

The applicant shall submit the following documentation:

For all organizations –

For the Small Grant Program:

- A copy of current official Certificate of Status from the Florida Department of State (which corporations, for example, can request each year at the time that they file their annual Uniform Business Reports with the Florida Department of State) (*if applicable*) – PLEASE NOTE THAT A PRINT-OUT OF CORPORATE INFORMATION FROM THE DEPARTMENT OF STATE CORPORATIONS ONLINE PUBLIC INQUIRY WEB PAGE DOES NOT MEET THIS REQUIREMENT.
- A copy of **current** Certificate of Status of Fictitious Name Registration from the Florida Department of State (*if applicable*)
- A copy of current Palm Beach County Business Tax Receipt (*if applicable*)
- A copy of current Town of Lake Park Business Tax Receipt (*if applicable*)
- A summary of how the applicant proposes to spend the grant.

For the Large Grant Program (in addition to the documentation listed above):

- A copy of applicant's current financial statements covering one fiscal year (prepared within 90 days of submittal of this application); or
- Copies of written estimates

For nonprofit organizations or public entities, in addition to the documentation required for the Small and Large Grant Programs:

- A copy of the history of the organization, its adopted mission statement and/ or goals, if any
- A complete copy of the applicant's Internal Revenue Service 501(c)(3) tax exempt certification letter
- A copy of the applicant's registration with the Florida Department of Agriculture and Consumer Services (*for nonprofit organizations only*)
- A list of the applicant's governing board (e.g., Board of Directors) and a brief bio on each individual

VI. **REPORT AND REIMBURSEMENT**

- After the project which is the subject of this application is completed, a report shall be submitted to the Town Manager for his review.
- Following Town Manager review, reimbursement will be processed upon receipt of documentation of all approved expenses paid by the grantee and the receipt by the Finance Department of a Request for Disbursement approved by the Town Manager.

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Lake Park Town Hall
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Lake Park, Florida 33403**

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1. RATING CRITERIA	2. RATING POINTS	3. TOTAL RATING POINTS	
Each application may be given a maximum of 110 points as follows:	*****	*****	
Project Description - How well does the application clearly describe the project and its goals?	20	*****	
Demonstration of Community Need - How well does the application describe, communicate/address a community need?	20	*****	
Evidence of Community/Applicant Strengthening - Does the project have the potential to strengthen the overall neighborhood and applicant?	20	*****	
Community Support - Does the application show evidence of community consensus for the project and resident involvement in the implementation?	20	*****	

Appropriateness of Proposed Budget - Are the budget revenues and expenses clear and justifiable, funding source(s) appropriate?	20	*****	
Bonus - Up to ten additional bonus points may be allocated through the incorporation of sustainable/“green” initiatives that are directly related to the project and documented in the grant application.	10	*****	
TOTAL RATING POINTS (Insert at the bottom of Column 3)	*****		

The “average score” derived from the Grant Review Committee will be determined by dividing the total points given to an application by the number of scores. The highest scoring applications will be considered first. Funds will be allocated based on application average scores in descending order until funds are depleted. Funds will not be allocated to any application with an average score less than 65.

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VOLUNTEER LABOR WORKSHEET

(NOTE: All volunteer labor hours must be allocated after 3/18/19. Preparation of the grant application cannot be considered part of the volunteer labor hours.)

Type of Work	Volunteer Information				
	Name	Address	Phone #	# Hours	Signature
Total Hours:					<i>If necessary, additional Volunteer Labor Worksheets may be attached.</i>
Rate:				\$ 20/hr	
Total Volunteer Labor Value:				\$	

CONTRIBUTION/MATCH WORKSHEET

Please provide information for each donation (not volunteer hours) to be used as part of the grant project. If more than two donations are being received, additional worksheets must be provided.

1) Grant Project Name: _____

Donation Type: Cash In-kind
 (Check all that apply) Services Goods/Materials
 Other: _____

Donor Information:

Organization/Company/Individual Name

_____ _____
Address City/Zip Code

_____ _____
Telephone # E-mail

Itemized Description of Contribution/Match:

Total Value: \$ _____ _____ _____
 (The value of in-kind contributions must be determined by the donor, not the applicant.) *Authorized Signature (Donor)* *Date*

2) Grant Project Name: _____

Donation Type: Cash In-kind
 (Check all that apply) Services Goods/Materials
 Other: _____

Donor Information:

Organization/Company/Individual Name

_____ _____
Address City/Zip Code

_____ _____
Telephone # E-mail

Itemized Description of Contribution/Match:

Total Value: \$ _____ _____ _____
 (The value of in-kind contributions must be determined by the donor, not the applicant.) *Authorized Signature (Donor)* *Date*