

**TOWN OF LAKE PARK  
GRANT APPLICATION INSTRUCTIONS**

**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 1<sup>st</sup> and ending September 30<sup>th</sup>, 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.
- Large Grant Program: The grant amount that shall be available through this program shall be \$500.01 to a maximum of \$25,000.00.

All grants are dependent upon the availability of the Commission's appropriation of funding. As part of its application, applicant shall demonstrate the ability to complete the proposed project within 12 months of the date of the approval of the grant.

**II. APPLICATION DEADLINES**

**Commencing November 1 2017 and ending April 2, 2018.** Applications must be submitted to the Town at least two (2) months in advance of the proposed start date of a project for which a grant is being sought to allow for adequate processing time and review/approval by the Commission of the Town of Lake Park.

**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.**

**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.**

**Grant applications for funding through the Large Grant Program must be approved by the Town Commission prior to funding.**

Grants may be used for events which help promote community wellbeing (e.g., community health fairs); events which celebrate cultural heritage thereby helping to promote the cultural diversity of the Town; projects which help to bring about a change for the better for depressed areas of the Town; projects which promote economic development through job creation; and, projects which help promote educational opportunities for community youth and involve the citizens of the Town or meet matching requirements for other programs to the extent that such proposed projects or events are consistent with the Eligibility Criteria set forth above. **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 in support of non-Town sponsored events.**

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.

**Grants will not be made to fund political causes or candidates, or religious organizations.**

**IV. TECHNICAL ASSISTANCE**

Technical assistance is available from the Town staff to assist in the submission of an application by calling the office of the Town Manager at 561-881-3304.

**NO APPLICATIONS WILL BE ACCEPTED BY FAX OR BY EMAIL.**

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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. Project General Description ( 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.*

D. List of Project Costs (*attach additional sheets if necessary*):

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_ Total Project Cost: \$\_\_\_\_\_

**III. FUNDING SOURCES**

- Town of Lake Park \$\_\_\_\_\_
 

*The maximum amount of the grant award per applicant is 50 percent of the total monetary cost of the proposed project up to the maximum amount budgeted for in the fiscal year for this purpose. The maximum grant amount that shall be available through the Small Grant Program is \$500.00. The maximum grant amount that shall be available through the Large Grant Program shall be \$500.01 to \$25,000.*
- Applicant \$\_\_\_\_\_
 

*(Enter the amount of matching funding to be provided by applicant. (The matching requirement can be waived for legally established 501[c][3] organizations and public entities).*
- **All grants shall be funded on a reimbursement basis.**

**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 (*for nonprofit organizations only*)
- 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 and submission to the Town Commission.
- Following Town Manager or Commission approval, 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.

**COMPLETED APPLICATION FORMS AND ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED EITHER IN PERSON OR BY MAIL OR EXPRESS DELIVERY TO:**

**TOWN MANAGER, 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.**

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*For Office Use Only:*

Date complete application received \_\_\_\_\_, 20\_\_\_\_\_

<b>Rating Criteria</b>	<b>Yes</b>	<b>No</b>	<b>Rating Points</b>
Applicant is a legally established 501(c)(3) organization or a for profit business enterprises located within the municipal boundaries of the Town of Lake Park	<b>Yes</b>	<b>No</b>	<b>0</b>
<b>If the answer to the above question is “yes”, continue to the next criteria. If the answer is “no”, application is disqualified.</b>	***	***	***
Applicant has submitted all required organizational documentation pursuant to Section V of the Application for Grant Assistance form	***	***	10
Proposed use of funds being requested <sup>1</sup>	***	***	50
Proposed project complies 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 <b>where applicable.</b>	***	***	20
Applicant has submitted documentation that it has the means to provide the 50 percent matching requirement ( <i>which can be waived for legally established 501[c][3] organizations and public entities</i> )	***	***	20
<b>OVERALL APPLICATION RATING</b>			

<sup>1</sup> Grants may be used for events which help promote community wellbeing (e.g., community health fairs); events which celebrate cultural heritage thereby helping to promote the cultural diversity of the Town; projects which help to bring about a change for the better for depressed areas of the Town; projects which promote economic development through job creation; and, projects which help promote educational opportunities for community youth and involve the citizens of the Town or meet matching requirements for other programs to the extent that such proposed projects or events are consistent with items (1), (2) and (3) in the above paragraph.