



COMMUNITY ACTIVITY GRANTS

The City of Carlsbad is accepting applications for **Community Activity Grants**. The grants are designed to provide enrichment programs to the Carlsbad community and jump start new ideas. An enrichment program is any program that enhances the quality of life for Carlsbad's residents and/or visitors; grants for neighborhood improvements or enhancement programs are strongly encouraged. These grants are intended to provide alternatives to other City programs such as the Community Development Block Grants (CDBG) by providing grants for services that may not be eligible under these other programs. Thus, any organization currently receiving funding from another City program is not eligible for a Community Activity Grant.

The City Council has set aside \$1 million from which the interest earned will be allocated for the various community service activities. The amount available for the 2015-16 fiscal year is \$10,000. The full amount of the funds may not be disbursed if there are not sufficient qualifying applications.

In order to apply for the grant funds, the attached application must be completed with the necessary attachments and received **no later than 5 P.M. on Monday, June 13, 2016**, at:

**City of Carlsbad
Housing & Neighborhood Services Department
Attn: Courtney Pene
1200 Carlsbad Village Drive
Carlsbad, CA 92008**

In the past, recipients were limited to three years of funding. Three year grant recipients may now reapply for the grant as long as they have not been awarded any funds from this program for the last two years.

Applications will be reviewed by a Citizen Grant Review Committee. This seven-member committee is comprised of one representative from each quadrant of the City appointed by Council, one member of the Senior Commission, the Library Board and the Parks and Recreation Commission. This Committee will then make a recommendation to the City Council for final approval in the summer of 2016. It should be noted that programs approved for funding in previous years have no expressed or implied guarantee for future funding.

If you have any questions regarding the funding for Community Activity Grants, please contact Courtney Pene at phone 760-434-2812 or email Courtney.Pene@carlsbadca.gov.

COMMUNITY ACTIVITY GRANTS
APPLICATION INSTRUCTIONS

Applicant information:

Please provide the requested information including: name, address, phone, Federal Tax ID or Social Security Number, and two (2) specific organization signatures from the President/CEO and Treasurer/CFO. The organization must also submit eight (8) three-hole punched copies of their application at the time of submission.

Amount of grant request:

Enter the dollar amount of City funds you are requesting.

Eligibility requirements:

Both individuals and organizations are eligible to apply for grant funds. The basic requirements which must be met for an organization to be eligible to apply for Community Activity Grants are:

1. A Carlsbad City Council Member cannot be on the board of the organization.
2. The organization cannot have received money or in-kind services from other City sources (including CDBG) for the current fiscal year.
3. The program cannot be in competition with other City programs.
4. Social service programs and educational institutions are ineligible for grant funds.
5. Organizations funded by the Community Activity Grant may receive grants for 3 years and then cannot apply for grant funding for a minimum of 2 years. After at least a 2 year hiatus, organizations can again apply for grant funding and receive a maximum of two additional years of grant funding
6. Consideration will be given for the provision of matching funds from other sources.

Program description/scope:

The program description should describe the nature of the program, the benefits to the Carlsbad community, and the projected percent of Carlsbad residents served by the program, i.e., if the program only serves Carlsbad 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.

No expenses incurred prior to June 2016 will be eligible for reimbursement.

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 a funding schedule (your request for the timing of disbursement of the funds). Funds will only be disbursed in advance if a separate bank account is maintained. Applicant must also provide the requested information on current funding sources, and previous City funding received or requested within the past three years.

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. This includes a detail listing of revenue and expenses for the program and a narrative explanation of what the program accomplished. Proof of program expenses (i.e. receipts) are required to be held for two years during which time the City reserves the right to audit the records.

**COMMUNITY ACTIVITY GRANTS
APPLICATION**

→ **SUBMISSION DATE: June 13, 2016**

Submit **EIGHT** unstapled application copies to:
City of Carlsbad
Housing and Neighborhood Services Department
Attn: Courtney Pene
1200 Carlsbad Village Drive
Carlsbad, CA 92008

Please complete the following application using the instructions provided on the last page of this application. You may attach additional pages if necessary.

Name of Applicant: _____

Address: _____

Phone: (____) _____ Email: _____

Contact 1: _____
President/CEO phone

Contact 2: _____
Treasurer/CFO phone

Federal Tax ID # or Social Security #: _____

Amount of Grant Request: \$ _____

Eligibility Requirements:

Please answer the following questions:

	Y	N
Is a City Council Member on your board?	<input type="checkbox"/>	<input type="checkbox"/>
Is your program a social service program or educational institution?	<input type="checkbox"/>	<input type="checkbox"/>
Have you or will you be receiving support in 2014-15 for this program from other City sources?	<input type="checkbox"/>	<input type="checkbox"/>
Are you aware of any other City program providing this service? If so, which one? _____	<input type="checkbox"/>	<input type="checkbox"/>
Has your organization received three years of Community Activity Funding?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered yes to any of these questions, your request is not eligible for this grant program. Please contact Courtney Pene at the City of Carlsbad (760-434-2812) for further information, if desired.

Program Description/Scope (please use additional pages if necessary but no more than 3):

Describe your program and what funding would be used for:

How will the program benefit the Carlsbad community?

% of Carlsbad Residents Served _____

Applicant Background:

This applicant is a (an):

<input type="checkbox"/>	Non-Profit	<input type="checkbox"/>	Local Public Agency
<input type="checkbox"/>	State Public Agency	<input type="checkbox"/>	Individual
<input type="checkbox"/>	Other	<input type="checkbox"/>	

Years in Business: _____

Number of Employees: _____

Number of Volunteers: _____

(Please attach an organization chart, if available.)

Names of Officers and Board of Directors:

Name	Title

Experience in Program Area:

Financial Capabilities/Budget:

Current funding sources and levels:

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 (i.e. receipts) 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

Other Requirements

Grant recipients will be required to recognize on all printed material that grant program is funded in part by the City of Carlsbad.

Certification:

We, the undersigned, do hereby attest that the above information is true and correct to the best of our knowledge.
(Two signatures appropriate signatures required, otherwise application will be deemed incomplete)

Signature _____ President/CEO _____ Date _____

Signature _____ Treasurer/CFO _____ Date _____

**COMMUNITY ACTIVITY GRANTS
FY 2015-16 SCHEDULE**

The following is the schedule for the application and disbursement of funds for the 2014-15 fiscal year:

- Applications due to Housing & Neighborhood Services Department **June 13, 2016**
- Citizen committee to review applications **June 2016**
- Recommendations on funding made to Council **July 2016**