



# City of Carlton

## Community Grant Program

The City of Carlton Community Grant program allows local non-profits and for-profit organizations to apply for funding to enhance the quality of life through events within the City of Carlton.

Community Organizations that are not designated non-profits must meet one of the following criteria to be eligible:

1. Provide early childhood education opportunities
2. Aids with essential utilities, food, clothing, or shelter
3. Improves the appearance or environmental quality of the community; or
4. Increases reuse and recycling opportunities

Applications must be submitted prior to the deadline date. A letter supporting the request is due with the application. The letter should include how the funds will be used and the potential benefits to the citizens.

Grants will not be considered for:

1. Political or religious gatherings or ceremonies
2. Events or activities designed solely to profit the organizing individual or company

### **Timeline**

Applications and grant guidelines will be available at City Hall and City website at [www.ci.carlton.or.us](http://www.ci.carlton.or.us). Requests will be considered annually by the City Council. The application opening date is January 5<sup>th</sup> of each year. The application closing date is March 15<sup>th</sup> each year. Completed applications must be postmarked or hand-delivered to City Hall by the due date. The City Council will review applications at the April City Council Meeting. Program funding will be determined as part of the annual budgeting process.

## **Determination Procedure and Application**

The City Council will determine the amount of funds to distribute to applicants based on the application and allotted budget.

An organization may be denied an award if previously awarded projects have not complied with these procedures and guidelines including lack of filing a financial report and/or program evaluation.

The City Council reserves the right to withhold reimbursement or request repayment to any applicant approved for grant money that misrepresented their application or has not utilized the funds in a manner consistent with their application.

## **Evaluation Criteria**

1. Applications will be considered based on evaluation criteria that include but is not limited to the following criteria and information provided above.
2. The number of community members served by the request
3. Types of community members served by request
4. Organization's history of success and financial stability



## APPLICATION FOR COMMUNITY GRANT

Applicant/Organization Name: \_\_\_\_\_

Event Date(s) and location: \_\_\_\_\_

Event/Activity Title: \_\_\_\_\_

Organization Information	
<b>Organization Type:</b>	<b>Federal Tax ID No:</b>
<input type="checkbox"/> Non-Profit 501C (3) <input type="checkbox"/> Other Non-Profit <input type="checkbox"/> For Profit Organization <input type="checkbox"/> Other	Describe organization type:

Authorized Signer	
<b>Print Name:</b>	
<b>Phone:</b>	<b>Fax:</b>
<b>Title:</b>	<b>Email:</b>
<b>Street Address:</b>	<b>Mailing Address:</b>

Contact Person	
<b>Print Name:</b>	
<b>Phone:</b>	<b>Fax:</b>
<b>Title:</b>	<b>Email:</b>
<b>Street Address:</b>	<b>Mailing Address:</b>

Describe your organization's history; if the event has happened before, tell its history.

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Requested fund amount

Describe how the requested funds will be used:

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How will you measure the success of your project?

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What are your measurable goals?

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Have you applied for a Community Grant previously? Yes\_\_\_\_\_ No\_\_\_\_\_

If yes, when did you last apply? \_\_\_\_\_

List any other sponsors/contributors and assistance they provide your organization.

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What is the target audience? *(check all that apply)*

- Children (under 10 years)
- Youth (10 - 14 years)
- Teenagers (under 21 years)
- Adults
- Families
- Seniors

Provide a general budget summary for your event.

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