



Community Building Grant Application

Fiscal Year 2017 - 2018
(October 1, 2017 - September 30, 2018)



City Commission

Shelli Freeland Eddie, Mayor
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Planning Department

Neighborhood Services
1565 First Street, Third Floor Annex, RM 301A
Sarasota, FL 34236
(941) 954-2612

Community Building Grant

Fiscal Year 2017 - 2018

Program Intent

The purpose of the *Community Building Grant* program is to support community gatherings, celebrations or special events specifically created to enhance the quality of life in City neighborhoods. A sample of eligible funding projects includes: supplies, entertainment, printing, food and provisions (excluding alcohol and tobacco products), and permitting fees in conjunction with neighborhood events/festivals/celebrations. Salaries/stipends for event coordination are not allowed. Applications will be accepted on an ongoing basis (as long as grant funds remain available) and evaluated for funding generally within ten (10) business days of receipt.

Eligible Applicants

Neighborhood Associations, Homeowner/Condo Associations, Business Associations, and Coalitions of Neighborhood Associations located within the City of Sarasota and on record with the Planning Department are eligible for funding.

Application Requirements

An application must be hand-delivered to the Planning Department prior to an event in order for a grant agreement to be signed by the Neighborhood President or designee. All application questions must be thoroughly completed. Proposed events must be free and open to all residents within at least the geographic area represented by the applying association and show a direct benefit to the neighborhood/community. Items purchased with *Community Building Grant* funds shall not be sold at the proposed event.

Available Funding

One (1) grant application per City recognized association/entity will be funded per fiscal year. Maximum amount of *Community Building Grant* award is **\$250.00**, per association/entity application. Multiple *Community Building Grant* applications cannot be combined into a single *Community Building Grant* application. Association/entity president or designee receiving grants will be required to sign a grant agreement before funds may be distributed. All dollars must be expended prior to September 30, 2018.

Disbursement of Funds

Grant funds are to be disbursed as either direct payments to vendors or reimbursements to associations. In order to reimburse an association, the following items must be submitted: 1) Invoice from the association to the City of Sarasota; 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 City must complete a W-9 (and any other necessary paperwork) and file with the City of Sarasota Financial Administration Department. Associations without a valid checking account will be limited to direct payments to vendors as an implementation option.

Performance Reporting

Grant recipients must produce a Performance Report evaluating the success of the event, within 30 days of the event. These reports should include digital photographs and an event description. Failure to submit a final Performance Report may result in disqualification in future grant cycles. The Performance Report form is attached.

Instructions

Please complete and submit Pages 1 & 2 of the application. **Photocopies, facsimiles, or reproductions will not be accepted.** Read each question carefully and respond in the spaces provided. If additional space is required, one additional 8 ½ x 11" page (two-sided) may be attached. Original applications must be hand-delivered to the Planning Department, ATTN: Neighborhood Services, 1565 First Street, Third Floor Annex, RM #301A, Sarasota, FL, 34236. Please make an appointment with Neighborhood Services prior to your submittal (941) 954-2612.



1. Association Information:

Organization Name: _____

Address: _____ City / Zip Code: _____

Organization Type:

- Neighborhood, Community or Resident Association
- Homeowner Association
- Coalition of Neighborhood Associations
- Other: _____

Is the Organization incorporated? Yes No

If yes, what is the Federal I.D. #? _ _ - _ _ _ _ _

2. Leadership Information:

President / Official Representative: _____

Mailing Address: _____ City / Zip Code: _____

Home # _____ Work # _____ Fax # _____ Cell # _____

E-mail address: _____

Event Contact Person: _____

Mailing Address: _____ City / Zip Code: _____

Home # _____ Work # _____ Fax # _____ Cell # _____

E-mail address: _____

3. Event Information:

A) Name / title of your event? _____

B) How would you best describe the purpose of the event? _____

C) What is the proposed location? _____

D) What is the proposed date / time? _____

E) Who is to be invited? _____

F) How will you market the event (get the word out)? _____

G) Is your association partnering with others in organizing the event? If so, please list the additional partners:



4. Financial Information:

A) What amount of *Community Building Grant* funding are you requesting?
(Max. \$250.00)

B) Describe other sources of funding and dollar amounts being utilized for the event:

C) List how the *Community Building Grant* funds will be used:

Expenditure Description:	Amount
<i>NOTE: The City of Sarasota is tax exempt and will not pay sales tax on any grant-funded expenditure.</i> Total:	\$

5. Certification:

As association/entity president or official signature, I hereby certify that the information included in this application is accurate and represents the consensus of the residents in the neighborhood association described.

Name: _____
(Please print)

Title: _____ Date: _____

Signature: _____

6. Submission:

No photocopies or facimiles will be accepted. If additional space is required, one additional 8 ½ x 11" page may be attached.

Please submit to: **City of Sarasota - Planning Department**
ATTN: Neighborhood Services
1565 First Street, Third Floor Annex, RM 301A
Sarasota, FL 34236

Complete and submit this report after the event.



Planning Department
Community Building Grant Program – FY 2017 - 2018
Performance Report

Organization Name:

Report Period Ending: September 30, 2018

I. **Accomplishments** - *Please highlight the progress your group made through completing the project/event:*

II. **Problems** - *Please indicate any problems/issues encountered:*

III. **Project/Event Report** - *Please be sure to attach any outstanding receipts, pictures, newsletter articles, other promotional consideration, or product sample which illustrates the success of your project:*

IV. **Other Comments** - *Feel free to share any questions, comments, observations that relate to your project, or the overall Community Building Grant Program:*

Submitted by:

Name

Title

Date