



## Nonprofit Grants Program Application

### Introduction

The Hammond City Council created the Nonprofit Grants Program to increase capacity to meet community needs through partnerships with local nonprofits. A nonprofit grant must 1) demonstrate a public purpose, 2) provide a clear benefit at a reasonable cost, and 3) be within the scope of local government services. **An application that does NOT meet these 3 obligations will NOT be considered.** An application that does meet these obligations *may* be funded up to \$50,000, with grant payments made over a period NOT to exceed 12 months and *only* when expenses during this grant period have been properly documented (e.g. with receipts, quotes) by the organization. This program is NOT intended to fund recurring activities. Funding beyond the grant period is NOT guaranteed. An organization may submit only 1 application in response to a notice of funding opportunity (NOFO). **An incomplete application will NOT be considered.**

### Required Information

#### Organization (25 pts. max.)

Name \_\_\_\_\_

Physical Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Web Address \_\_\_\_\_

Telephone \_\_\_\_\_

**Is the organization legally incorporated in the State of Louisiana, in good standing, and with NO pending litigation against the organization? (3 pts. max.)**

Yes Attach a copy of the organization's Articles of Incorporation.

No Explain.

**Does the organization have a federal tax ID, or EIN? (1 pts. max.)**

Yes Enter the EIN here: \_\_\_\_\_

No Explain.

**Is the organization an IRS-recognized nonprofit? (1 pts. max.)**

Yes Attach a copy of the organization's Letter of Determination.

No Explain.

**How are the organization's activities aligned with local government services? (20 pts. max.)**

Describe 3 of the organization's major accomplishments during the past year.

1.

2.

3.

**Financial Stability (15 pts. max.)**

How many years has the organization operated? (5 pts. max.) \_\_\_\_\_

What is the organization's annual budget? (5 pts. max.) \$ \_\_\_\_\_

Does the organization receive outside funding for its activities? (5 pts. max.)  Yes  No

Explain.

**Grant Request (35 pts. max.)**

How much funding is the organization seeking from the City? (5 pts. max.) \$ \_\_\_\_\_

How will the organization use this funding and how crucial is the funding for this purpose? (15 pts. max.)

**Has the organization raised other funding for the same purpose? (5 pts. max.)**

Yes    Amount: \$ \_\_\_\_\_    Source(s):

No    Explain.

**Describe the population that will benefit from this funding. Be specific. Include and cite the source of demographics. (10 pts. max.)**

**Continuation (5 pts. max.)**

**If awarded funding for this purpose, does the organization have a plan to continue to provide funding for the same purpose after grant funds have been expended or the grant period has ended? (5 pts. max.)**

Yes     No    Explain.

**Required Attachments**

**For All Applications**

- brochure or factsheet about the organization, its programs, and its services
- most recent audit or financial statement
- list of current board members/leadership
- meeting minutes for the past year
- Articles of Incorporation and/or Letter of Determination (as required by Page 1)

**If Legally Required**

- permit
- license
- insurance

For example: a child safety seat check held at the Michael J. Kenney Center could require a City of Hammond permit to use the space, licensed child passenger safety technicians to perform checks, and insurance to protect both the organization and the City from any liability.

Note: It is the organization's responsibility to determine whether one or more of these attachments is/are legally required *before* submitting an application and either to attach the documentation or to attach proof that the organization has applied for such documentation. If the Grant Award Committee determines documentation was legally required and NO documentation was attached, an application will be marked incomplete and NOT considered.

## Person Completing this Application

Name

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Title

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Email Address

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Telephone

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### Certification

By signing below, I certify that the above is true and that I am authorized to sign and submit this application on behalf of the organization identified above. I also certify the following statements. **We understand and agree that an application that does NOT meet the "3 obligations" or that is incomplete will NOT be considered.** We understand that the Grant Award Committee may contact us with questions if any Required Information or Required Attachments is/are unclear, and we agree that we will respond to these questions in a timely manner so that our response may be considered during this application's evaluation. We understand that we may be asked to attend or may voluntarily attend any public meeting of the Grant Award Committee where this application may be evaluated or of the Hammond City Council where this application may be recommended for funding to answer questions about this application, but we understand and agree that we will NOT be allowed to change this application in any way after it has been submitted. We understand and agree that, whether an application is marked incomplete or recommended for funding, this decision of the Grant Award Committee may NOT be changed and that the final funding decision rests with the Hammond City Council. We understand and agree, if this application is selected for funding, grant payments will be made over a period NOT to exceed 12 months and *only* when expenses during this grant period have been properly documented (e.g. with receipts, quotes) by us and that funding beyond the grant period is NOT guaranteed. We understand and agree that, at the end of the grant period, we will be required to submit a written report to the Hammond City Council describing how grant funds were used and the population that benefited.

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Signature