



*City of Florence*  
**A City in Motion**

## City Council Grant Program Application

**Fiscal Year 2016-2017**

Please submit this application for the City Council Grant Program to the City Manager's Office located at Florence City Hall, 250 Hwy. 101, Florence, OR 97439, or via email at [megan.messmer@ci.florence.or.us](mailto:megan.messmer@ci.florence.or.us). Applications will be accepted from January 1 to February 24 at 5 pm.

Name of Organization: \_\_\_\_\_

Contact Name & Title: \_\_\_\_\_

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

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Grant Purpose: \_\_\_\_\_

Is this a 501(c)(3)? Yes \_\_\_\_\_ No \_\_\_\_\_ Other Classification? \_\_\_\_\_

Federal Tax ID (EIN): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The City Council of the City of Florence has established the City Council Grant Program to facilitate non-profit organizations with providing services in the community. Organizations may apply for up to \$1,000 in funding through the annual grant program. It is designed to help the City Council achieve their stated goals, provide additional public benefits, or meet identified community needs. Criteria for acceptance of an application are found below. Programs or services that help to accomplish City Council goals are given preference. City Council goals can be found on the website at [www.ci.florence.or.us/council/city-council-goals-work-plan](http://www.ci.florence.or.us/council/city-council-goals-work-plan).

**Eligibility Criteria:**

- Organization is a recognized nonprofit organization or affiliate of such an organization.
- Organization is located within the City of Florence or serving City of Florence residents.
- Provides assistance for essential utilities, food, clothing, or shelter; OR
- Provides educational or recreational opportunities for children or seniors; OR
- Generates/supports economic activity in Florence.
- Funded projects must be completed within 1 year of award.
- Preference given to program, specific project, and capital item funding.

**Supplemental Application Materials (required):**

Please submit a letter of request (1,000 words or less) with your application that outlines the following:

1. A clear description of the organization's project or funding request and the relevance to City Council Goals.
2. Why this project is needed within the City of Florence or by Florence citizens.
3. How the project will benefit the community based on the eligibility criteria, including who and how many people will be served.
4. Describe how much financial assistance the organization is requesting, other funding sources, and how the funds will be utilized. Also include documentation that shows a history of performing in a financially competent manner.
5. How the organization proposes to provide the City Council with the results of the funding request.
6. Please attach a determination letter indicating your 501(c)3 status or alternate paperwork showing you are registered as a tax exempt organization.

**Selection Process:**

The City Council as a whole will determine the final selection of applicants, prioritization of requests, and fund allocations. The City of Florence reserves the right to ask for clarification of application answers. Future requests for funding will take past organizational performance and previous grant awards into account.

Grant awardees will be notified by March 20, 2017.

The City of Florence reserves the right to accept or reject applications and disperse funds as they see fit based on the outlined City Council goals.

For questions on the application process, please contact the City Manager's Office at 541-997-3437.