



CITY OF HARDEEVILLE GRANT APPLICATION PACKAGE

This application package has been developed by the City of Hardeeville Finance Department in order to facilitate requests for funding from the City of Hardeeville. A copy of the City's Resolution of February 3, 2011, establishing a policy on funding requests from outside agencies is included on the third page of this package.

The Applicant should fill out the application forms completely and take care to provide all of the accompanying information as outlined in the forms for attachments A, B, and C. Attachment D is reserved for the organization's three most recent complete audited financial statements. In the event that an audit has not yet been completed for the most recently ended fiscal year, the Applicant may submit unaudited information for that year with this application package. *Any approved grants will be made contingent upon the organization's providing a complete financial report within 120 days of the end of its fiscal year.*

This package also includes the form of the Grant Agreement between the City and the Agency. *In the event that funding is approved, such an Agreement will have to be executed prior to the release of any funds.* The Applicant should become familiar with the Agreement prior to completing the application and should be certain of his or her ability to execute and deliver the Agreement. If the Applicant is an agency, the agency must provide a certified resolution of its governing board authorizing its representative to execute and deliver the Grant Agreement. A sample resolution is provided.

APPLICANT'S CHECK LIST:

Each application for funding submitted to the City of Hardeeville must include the following items:

- **A cover letter** from the individual or authorized representative of the agency applying for funding. The cover letter should include the following items directly addressing City Council's Resolution Regarding Requests for Financial Assistance of January 6, 2012, a copy of which appears on the following page:
 - (1) a description of the project or program for which funding is requested;
 - (2) the amount of funding requested;
 - (3) a clear statement of the ultimate goal or the benefit to the public intended by the project, along with the Applicant's assessment of the probability that the public interest will ultimately be served and to what degree;
 - (4) identification of the project's or program's primary beneficiaries, and a statement indicating whether the benefits will ensure to the public or to private parties;
- **If Applicant is an agency, a Resolution of the Applicant's Board of Directors** approving the Application for Funding and the form of the Grant Agreement and authorizing a designated representative to execute and deliver the Agreement;
- **Completed Application form and Exhibits A, B, and C; and**

Exhibit D, copies of the Agency's audited annual financial statements for the most recent three years, or for the length of time the organization has been in existence, if less than three years. *Organizations requesting funds for the first time should submit all information requested. Other organizations can submit only last year's financial statements ~ as we have the other information in our files.*

- **Other exhibits**—attach any other pertinent information about your program or project, or your agency in general.

******APPLICATIONS ARE DUE: MONDAY APRIL 15 2015 ******

Please provide 7 unbound copies to:

**City of Hardeeville
Attn. Finance Director
P O Box 609
Hardeeville, SC 29927**

**TEXT OF CITY COUNCIL RESOLUTION OF FEBRUARY 3, 2011
REGARDING REQUESTS FOR FINANCIAL ASSISTANCE**

**A RESOLUTION TO ESTABLISH A POLICY ON FINANCIAL ASSISTANCE FOR
ALL ORGANIZATIONS IN THE CITY OF HARDEEVILLE.**

WHEREAS, organizations, both charitable and for profit, petition the Council to appropriate public money for donation to their purpose; and

WHEREAS, City Council finds that this use of the public funds must be for a public and corporate purpose, as distinguished from a private purpose; and

WHEREAS, a public purpose has for its objective the promotion of the public health, morals, general welfare, security, prosperity, and contentment of all the inhabitants or residents within a given political division; and

WHEREAS, City Council desires a uniform policy and procedure for requests for financial assistance from all City funding sources other than the Council Discretionary Fund, which has its own Council adopted policy.

NOW THEREFORE IT IS RESOLVED that individuals or organizations seeking financial assistance from public funds must first contact the Budget Department and submit *pro formas* or financial statements for three years prior to the current request;

AND IT IS FURTHER RESOLVED petitioners should submit their request to this Body factual information as to the ultimate goal or benefit to the public intended by the project; whether public or private parties will be the primary beneficiaries; speculative nature of the project and the probability that the public interest will be ultimately served and to what degree.

SAMPLE FORM OF AGREEMENT

GRANT AGREEMENT

STATE OF SOUTH CAROLINA)
COUNTY OF JASPER)
CITY OF HARDEEVILLE)

This Agreement entered into this _____ day of _____, 20____, by and between The City of Hardeeville, a body politic (hereinafter "the City"), and _____, (hereinafter "the Grantee"), for the purpose of having the City disburse funds to the Grantee for a valid public purpose.

1. The City has designated the sum of _____(\$ _____) to be paid according to the attached schedule of payments for the Grantee to use for the expressed purpose of _____
_____, which is a valid public purpose under the laws of the State of South Carolina. The sum has been designated by the City Council of the City of Hardeeville (Reference Ordinance No. _____, Resolution or motion dated _____, 20____).
2. In consideration of the disbursement of these funds, the Grantee hereby expressly agrees to the terms and conditions outlined in this Agreement.
3. The Grantee has provided in its grant application a statement of the intended uses of these funds and, unless otherwise specified, this Agreement anticipates that the funds will be used accordingly. A copy of the grant application is attached hereto. All funds used shall be expended for a valid public purpose under South Carolina law.
4. Before any funds are disbursed, the Grantee shall provide copies of its financial statements for the last three (3) years or for the period of time for which it has been in operation, if less than three years. The organization will also provide a budget for the current year and two years' *pro forma* statement of revenues and expenditures/expenses. Normally, these will have been provided at the time the application was filed.
5. The Grantee shall allow one or more representatives of the City access to such financial records of the Grantee as would indicate the receipt and disbursement of the funds provided hereunder. Such access shall be scheduled during the Grantee's normal business hours and at the location where such records are customarily maintained by the Grantee and shall be granted provided the City has given forty-eight (48) hours notice to the Grantee of its desire to review such records.
6. The Grantee shall provide a Certificate of Insurance upon such terms as the City may require. Each certificate shall designate the City as a certificate holder listing the City as an additional named insured, and shall not be canceled without thirty (30) days written notice to the City.
7. By accepting the funds which are the subject of this Agreement, the Grantee also agrees to the extent permitted by state law to indemnify the City and hold it harmless from and against any and all causes of action which may arise out of the course of the disbursement and use of the funds which are the subject of this Agreement, to include a reasonable attorney's fee to defend such action or actions.
8. The City may terminate this agreement upon thirty (30) days written notice.
9. If it is later determined that the funds disbursed hereunder were not spent for a valid public purpose and according to the terms of this Agreement, then the Grantee shall, upon demand by the City, repay all or such portion of the funds disbursed hereunder as the City may determine not to have been spent in such a manner.

WITNESS OUR HANDS AND SEALS on the day and year first written above.

WITNESSES FOR THE CITY:

CITY OF HARDEEVILLE

City Administrator

WITNESS FOR THE GRANTEE:

Grantee

SAMPLE FORM OF AGENCY'S RESOLUTION

RESOLUTION OF _____ [AGENCY] _____ (the "Agency")
APPROVING THE FORM OF ITS APPLICATION FOR FUNDING FROM THE CITY
OF HARDEEVILLE (the "City") AND THE GRANT AGREEMENT BETWEEN THE
AGENCY AND THE CITY FOR _____ [PROJECT TITLE]
(the "Agreement") AND AUTHORIZING THE _____ [OFFICER] _____ OF THE
AGENCY TO EXECUTE AND DELIVER THE AGREEMENT IN THE EVENT THAT
THE APPLICATION IS APPROVED

RESOLVED, that the form of the Agreement, a copy of which has been filed with the
Secretary to the Board of the Agency, and the Application for Funding which has been
attached to and made a part of the Agreement are hereby approved.

RESOLVED, that the _____ [officer's title] _____ of
the _____ [agency] _____ be and is hereby authorized to execute and deliver
the Agreement to the City on behalf of the Agency.

I Certify that these Resolutions of the _____ [agency] _____ were duly made by the members
of the Board of Directors of the Agency on _____, 20____.

Secretary to the Board



CITY OF HARDEEVILLE APPLICATION FOR GRANT FUNDING

SUMMARY INFORMATION

Organization: _____

Objective of the program or project for which funding is requested: _____

Primary Contact: _____ Email Address: _____

Address: _____

Telephone: _____ Fax Number: _____

**STATEMENT OF APPLICANT OR APPLICANT'S DESIGNATED
REPRESENTATIVE:**

By my signature, I hereby certify that I am the Applicant or the duly authorized Representative of the Applicant empowered to make and deliver this application for funding from the City of Hardeeville. All information provided in this application and its attachments is true and correct to the best of my knowledge and belief. I understand that the provision of false information herein may invalidate the application, or in the event the grant is approved, may result in the revocation of any approved funding and the demand for repayment of any amounts already advanced to the Applicant under the Grant Agreement.

Date: _____ Signature : _____

Title: _____

CATEGORIZING INFORMATION

The information requested in this section will aid us in categorizing your application—that is, finding sources of funding that may be appropriate and allowable for the financing of the grant for which you are applying. It will also help us to document compliance with statutes and agreements governing the expenditure of funds in the event that you receive a grant award.

1. How long has this organization been in existence? _____

Is this organization currently chartered as a private, non-profit corporation under South Carolina law? ____yes _____ Federal Identification Number
____no

If this is your first application for funding from the City since _____, you must provide copies of the following documents for the City’s file:

- your Articles of Incorporation,
- the Secretary of State’s Certificate of Incorporation and Certificate of Existence, and
- your IRS determination letter, if applicable.

2. Indicate the category or categories into which this program falls:

- | | |
|--|--|
| <ul style="list-style-type: none"> • advertising and promotion of tourism • promotion of the arts and cultural events • construction/maintenance/operation of facilities for civic and cultural activities • tourist services, through the criminal justice system, law enforcement, fire protection, solid waste collection and health facilities | <ul style="list-style-type: none"> • tourist shuttle transportation • control and repair of waterfront erosion • visitor information centers • sporting events, participant • sporting events, spectator • social services provided to victims of crimes • social services of other types |
|--|--|

- tourist services through public facilities such as rest rooms, dressing rooms, parks and parking lots
other, please describe
-
-

4. The following pages outline certain attachments that must be completed in order for the application to be considered complete. Most items are self-explanatory.

The following example is provided to help you understand the kind of description we need for Attachment A, the Budget of Project Expenditures.

Budget of Project Expenditures – EXAMPLE ONLY

Advertising/Promotional Costs

<u>Total Expense</u>	<u>Requested from City</u>	<u>Item-Description</u>
30,000	15,000	Newspaper-Carolina Arts Newspaper, a monthly publication promoting arts events. Ad size ½ page in March, April & May
2,500	2,500	Billboard-10 boards during March
2,500	2,500	Printed Material/Brochures-2,000 printed brochures to promote participation in event. Distributed to over 300 local hotels, 100 restaurants and send to over 90 meeting planners in other cities.
		City Administrative Costs <u>\$ 20,000</u>

EXHIBIT A. BUDGET OF PROJECT EXPENDITURES

Using the categories listed on the following page, and **providing detail** within categories as necessary, please outline your proposed uses of the requested grant funds. If you are budgeting expenditures that do not fit into any of these categories, please explain.

Personal Services -

How many full time employees? _____ Part time? _____

	Requested from	
<u>Total Expense</u>	<u>City</u>	<u>Item-Description</u>

(City of Hardeeville) Administrative Costs \$ _____

Advertising/Promotional Costs-

	Requested from	
<u>Total Expense</u>	<u>City</u>	<u>Item-Description</u>

(City of Hardeeville) Advertising/Promotional Costs \$ _____

Operational Costs-

	Requested from	
<u>Total Expense</u>	<u>City</u>	<u>Item-Description</u>

(City of Hardeeville) Operational Costs \$ _____

Capital Costs-

	Requested from	
<u>Total Expense</u>	<u>City</u>	<u>Item-Description</u>

Capital Costs \$ _____

Total Requested \$ _____

EXHIBIT B. STATEMENT OF REVENUES AND EXPENDITURES, ACTUAL AND PRO FORMA

(Provide a summary of your financial performance over the last three years and pro forma projections for the three years beginning with the year for which funding is requested. You may summarize in any reasonable fashion, but the statement should tie in to the financial statements you are providing. If they do not, you must attach explanations for any differences.)

	Fiscal Year					
	20____ Actual	20____ Actual	20____ Actual	Yr of Request Estimate	20____ Estimate	20____ Estimate
REVENUES						
TOTAL FINANCING SOURCES						
EXPENDITURES	20____ Actual	20____ Actual	20____ Actual	Yr of Request Estimate	20____ Estimate	20____ Estimate
TOTAL EXPENDITURES AND OTHER USES						

EXHIBIT C. SCHEDULE OF CASH REQUIREMENTS

(List below the monthly cash requirements you anticipate from this grant.)

<u>Month</u>	<u>Planned Activity</u>	<u>Cash Requirement</u>
January		\$
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		

Total Amount Requested from City of Hardeeville \$

**EXHIBIT D. Organization's Audited Financial Statements for the three previous years
(or for the period of time for which it has been in operation if less than three years).**

Organizations requesting funds for the first time should submit all information requested. Other organizations can submit only last years financial statements ~ as we have the other information in our files.
