

## INSTRUCTIONS FOR PREPARING THE CPPS FUNDING APPLICATION

The application will be open from July 1- July 31, 2022. Applicants must complete and submit the application by the end of day on **July 31, 2022**. Council Administration will evaluate the strength of each applicant's ability to manage a City contract using the information provided in the application. Each applicant is assigned one of two grades: 1) Qualified, or 2) Not Qualified. Funding awards may be recommended by a Council District based on further review. However, all funding awards to public agencies or non-profit organizations must be approved by the full City Council.

NOTE: Not all Qualified applicants will receive funding. Funding allocations are at the discretion of Council Offices and can be canceled at any time.

### Application Overview

On the first page of the application, please provide the name of the organization applying for funding; the title of the event or program for which funding is requested; the dollar amount of the funding request; and the date of the application.

### Section 1. Organizational Information

- To be eligible for CPPS funding, an organization must be a public agency or legally recognized tax-exempt and/or nonprofit entity. Check which type of eligibility applies.
- Enter the Federal Tax Identification number.
- Enter the street address and mailing address (if different) of the organization.
- Enter the name, title, email, phone number and/or fax for **two** contact persons for the organization. Contact persons should be individuals who will be responsible for overseeing the expenditure of CPPS funds, and/or administering the project, program or service for which CPPS funds are being requested. One of the contact persons must be an Authorized Signatory who is authorized and responsible for entering into contracts and agreements on behalf of the organization.

### Section 2. Event/Program Summary

- Enter the address or location where the project, program or service will take place, including the City Council District(s) and community(ies) served.
- Check if the address is on City-owned or managed property.
- Select City Council Office(s) organization is requesting funding from.
- List communities served by Project/Program/Service.
- Enter estimated project completion date (This date can be no later than **June 30, 2023**).
- Provide a description of the project, program or service for which CPPS funding is requested.
- Describe how CPPS funds will be used, including specific types of expenditures and estimated costs. Be specific as possible. (Only expenditures related to those program activities described in the Event/Program Summary and Budget Summary (Program) provided in the Application for Funding will be reimbursed.)
  - Make sure all reimbursable items listed comply with Council Policy 100-06

- Example: 100-06, 6: “Funds are not permitted to be used for food, beverages, and travel. Funds shall not be used for any private purpose, political, religious, or fundraising activities”

•Describe how the project, program or service will provide a public and community benefit, including the estimated number of people that will be served.

### **Section 3. Event/Program Budget Information**

•List all funding sources, beginning with requested CPPS funds, which will be used to fund the project, program or service. Individual donors do not need to be identified, but rather, may be listed as “Private Donations”. Attach additional pages if necessary.

•Calculate total funding and estimated surplus or deficit, which is calculated as total funding minus total expenditures.

•Provide the date by when the project, program or service is anticipated to be completed. If there is no anticipated completion date (i.e. such as for ongoing programs), specify when the eligible expenditures for which CPPS funding is being requested will be completed, this cannot be later than **6/30/2023**

### **Section 4. Prior City Funding**

•List all sources of City funding that has been received by the organization over the past three years.

•Provide year in which funding was received, type of funding that was received, amount requested, amount awarded, and a brief description of the program or event for which City funds were used. Attach additional pages if necessary.

### **Section 5. Organizational Financial Summary (Non-Profit Organization only)**

•Provide the number of part-time and full-time employees.

•Provide all the funding sources for the organization, including actual amounts for the prior fiscal year and budgeted or estimated amounts for the current fiscal year.

•Individual donors do not need to be identified, but rather may be listed in the aggregate as “Private Donations.”

•Provide total operating expenditures, including actual amounts for the prior fiscal year and budgeted or estimated amounts for the current fiscal year.

•Calculate estimated operating surplus or deficit, calculated as total funding minus total expenditures.

•Sign and date the application.

**IMPORTANT** –Supplemental documentation in addition to the completed application form is required, the following supplemental documentation must be submitted at the time of application:

- Proof of Nonprofit Status
- Proof of an active status from the Secretary of State
- Proof of a current registration with the Attorney General
- Certification for a Drug Free Workplace
- EOC Workforce Report

- IRS Form 990 or 990EZ
- Form W-9

All supplemental documentation must be included as attachments to your application.

#### Evaluation Scoring and Criteria

Applicants scored Not Qualified will enter a 5-day Cure Phase. Council Administration staff will share issues identified in the application and the organization will have 5 working days to address the issues in question. If an applicant can correct or provide clarifying information to an extent which moves their score to Qualified they will be moved to the Qualified list provided to City Council Officers. If they are not able to correct or clarify it, then the applicant will be directed to resources to help improve their competitiveness for future funding cycles.

Applicants selected for funding by a Council Office will be notified via email on September 5-9, 2022.