

# North Lakes Community Council

## Community Development / Grant Funding Application Instructions

- 1) Community Development Funding Applications will be reviewed and a standing list created based on the scoring criteria.
- 2) Community Development Funding Applications will be either added to or rejected from the standing list in accordance with the scoring criteria rules.
  - a. Additional information may be requested prior to scoring but not after unless specifically requested by the Finance Committee.
  - b. Minimum weighted number of 60 total points must be assessed to move forward for funding.
- 3) Ranking lists will be updated as new applications are received and scored.
  - a. Ranking lists when updated will be saved with date of update as part of the file name.
  - b. Ranking lists and associated scoring sheets will be forwarded to the NLCC secretary for filing in the NLCC system as part of the final packet of record voted on and approved at the appropriate NLCC meeting.
- 4) Priority of funding will be according to the score assigned by funding criteria review.
- 5) Priorities are based on an aggregation of several factors and not because of time on the list.
- 6) If your application is not awarded in the current year, you are encouraged to submit a new application in the next year.

7) Funds Dispersal:

***501(c)(3): Funds may be dispersed directly to a 501(c)(3) with receipt required and/or budget expense report***

***Non 501(c)(3): Funds may be dispersed with direct purchase or reimbursement of funds only***

We have two types of entities that qualify for grant awards from the Community Council: 501(c)3 Non-Profit organizations and all other entities. Both entities have different guidelines for reporting and spending grant awarded funds.

### 501(c)3 Non-Profit Organizations

- One check will be disbursed for the entire amount of the grant award.
- Funds will be used specifically for the designated purpose within the original grant application and will be spent within 6 months of the award.
- Receipts for purchases will be forwarded directly to the Treasurer of the Community Council within the 6-month grant period. A budget/expenditure report from the organization's accounting system can be submitted also to report expenses incurred.
- A narrative report will be provided to NLCC of the project within 1 month of project completion and be open for review by the general membership of the Council.
- Grantee agrees to notify NLCC if there are any concerns or problems with their project implementation during the 6-month program period. If adjustments or time extensions are needed, these are to be requested in writing and to be voted on by the NLCC Finance Committee.
- If all funds are not utilized within a 6-month period, the grantee agrees to return the funds to NLCC prior to this date, unless given a written approval of extension by the Finance Committee or Board of Directors.
- Grantee agrees to allow NLCC to use photographs, logos, published/printed information, and any materials supplied by grantee, without notice, in press releases and/or publications.
- Should the grantee not comply with the terms stated here, they understand that NLCC will have right to recover information and unused/unaccounted funds from grantee, utilizing measures deemed appropriate by the Board of Directors and the Council membership.

### All Other Entities (Not 501(c)3 Designated Organizations)

- Entity has the option to purchase items directly and request reimbursement from NLCC via receipt. If this is not a viable option due to cash flow issues, the entity can provide NLCC with an estimate/invoice and a check will be written directly to the vendor for the grantee's expense.
- All grant awarded funds will be spent within 6 months of the award.
- A narrative report will be provided to NLCC within 1 month of project completion and be open for review by the general membership of the Council.
- Grantee agrees to notify NLCC if there are any concerns or problems with their project implementation during the 6-month program period. If adjustments or time extensions are needed, these are to be requested in writing and to be voted on by the NLCC Finance Committee.
- Grantee agrees to allow NLCC to use photographs, logos, published/printed information, and any materials supplied by grantee, without notice, in press releases and/or publications.
- Any extenuating circumstances that would not allow the entity to manage their grant award as specified will be handled on a case-by-case basis by the Finance Committee.

### 8) Timeline for Application Submittal, Review, Award, and Project Completion (2023):

- For consideration of funds in 2023, applications must be submitted no later than **June 30, 2023**.
- The NLCC Board will approve any grant awards at the regular meeting on **August 24, 2023**.
- Award notifications will occur no later than **August 30, 2023**.
- The project and all expenditures must be completed within 6-months; by **February 29, 2024**.
- A narrative report of the project must be provided to the NLCC by **March 31, 2024**, and will be reviewed for membership at the April 2024 NLCC monthly meeting.

9) Application Instructions:

- Please thoroughly complete the application with as much detail as possible.
- Please review these instructions carefully and consider the ranking criteria (included in this document) that will be used by the NLCC Board to make award decisions.
- If applicable, please submit proof of current, good standing 501(c)(3) status with the completed application.

10) Submission:

***ALL applications must be submitted electronically to NLCC.***

Email completed applications or questions to:

[NorthLakesCommunityCouncil@gmail.com](mailto:NorthLakesCommunityCouncil@gmail.com)

Attn: NLCC Finance Committee Chairman

# Community Development / Grant Funding Application

NORTH LAKES COMMUNITY COUNCIL. INC.  
*A Non-profit Community Service Organization*

Name/Title of Project: \_\_\_\_\_  
Sponsoring Resident or Organization: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

<b>Please Check One</b>	
<input type="checkbox"/>	Charitable Donation
<input type="checkbox"/>	Project

*(Please attach additional sheets if necessary)*

**Project location:** *(Be specific: attach a map, if necessary)*

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**Describe the need/goal and proposed project/solution:** *(You may attach any additional information that will help people evaluate the project such as studies, reports, a list of resources)*

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**Describe specific group the project benefits:** *(You may attach any additional information that will help people evaluate the project such as studies, reports, a list of resources)*

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**Project Leader Name/Contact Info:**

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**Role/Commitment to (# of days / week devoted to project) and methods of ensuring project goals are carried out:**

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**Describe Partners and their role and commitment to the project:**

Partner 1)

Name: \_\_\_\_\_

Partner Email: \_\_\_\_\_

Partner Phone: \_\_\_\_\_

**Role/Commitment:**

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Partner 2)

Name: \_\_\_\_\_

Partner Email: \_\_\_\_\_

Partner Phone: \_\_\_\_\_

**Role/Commitment:**

\_\_\_\_\_

\_\_\_\_\_

**What is the project lifespan?** (How long will it last and when will it require refurbishing or replacement?)

\_\_\_\_\_

\_\_\_\_\_

**Describe required community support for the project:** (Does it need volunteer hours, maintenance or money to maintain weekly, monthly, annually?)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Can the project go forward with partial funding:** If only part of your request can be offered does that put a stop to the project? Explain what portion of the project goes forward and what does not. Include detail of where other funding would come from.

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**Attach cost estimate broken down that the committee can analyze.**

Projected Estimated Cost \$ \_\_\_\_\_

Estimated Project Start Date: \_\_\_\_\_

Preferred Completion Date: \_\_\_\_\_

Attach a high-level project schedule (Little Detail).

Points	Possible	Awarded	Explanation
<b>Completeness</b>	5		Is every area of the application filled out completely and is it legible? Typed responses preferred. Diagrams, maps drawings, CAD etc. will typically garner more points relative to the complexity of the project. May earn 5 points.
<b>Location</b>	10		Is the project located within the boundaries of the North Lakes Community Council? Location of project within the boundaries is preferred but does not disqualify a project from being ranked. Submitter may receive 2.5 points if the project is somehow related to NLCC groups and will benefit them. May earn 10 points.
<b>Goal</b>	20		Goal is considered the most important aspect of the application. What will the membership of the NLCC benefit from investing money with this project? May earn 20 points.
<b>Management</b>	5		Response must describe the administrative and operational structures that will be used for performing the proposed project. For example, consider: who will have overall responsibility for the contract? Who will have direct responsibility for specific disciplines? What will the lines of authority be? May earn 5 points.
<b>O&amp;M Support</b>	10		Will this project require a continuous volunteer effort or other support? Describe: (Does it need volunteer hours, maintenance or money to maintain weekly, monthly, annually?) Less support garners more points. Less support indicates a project more likely to succeed. May earn 10 points.
<b>Lifespan</b>	20		How long will the benefit last? Will the project require additional annual funding to keep it going? Points directly awarded in relation to number of years' project is viable. May earn maximum of 20 points.
<b>Schedule</b>	10		Provide a schedule with key activities together with their resource commitment necessary to complete the project in accordance with schedule. How long will the project take to complete? May earn 10 points.
<b>Partial Funding Phases</b>	5		Can the project be built out in phases if only partial funding is available? Provide phase dollar amounts and short description. May earn 5 points.
<b>Partial Funding Other Sources</b>	5		Can the project go forward with partial funding? If a request is made for X dollars can it go forward with a lesser amount? Where is that "other" funding coming from? May earn 5 points.
<b>Cost Estimate Detail</b>	10		Is the cost estimate in sufficient detail to allow the committee to analyze the project and its probability of financial success? What part of the project is for administrative costs? May earn 10 points.
<b>Totals</b>	100		



Official Use Below Only-Do Not Use Below

Name / Title of Project \_\_\_\_\_

Amount Awarded: \_\_\_\_\_

Approval by NLCC Board: \_\_\_\_\_

Date Approved: \_\_\_\_\_