

**North Lakes Community Council**  
**Community Development / Grant Funding Application Instructions**  
**2024**

- 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 (2024):**

- For consideration of funds in 2024, applications must be submitted no later than **April 30, 2024**.
- The NLCC Board will approve any grant awards at the regular meeting on **June 27, 2024**.
- Award notifications will occur no later than **July 1, 2024**.
- The project and all expenditures must be completed within 6-months; by **December 31, 2024**.
- A narrative report of the project must be provided to the NLCC by **January 31, 2025**, and will be reviewed for membership at the February 2025 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:

[board@nlakes.cc](mailto:board@nlakes.cc)

Attn: NLCC Finance Committee Chairman