

North Lakes Community Council
Community Development / Grant Funding Application Instructions
2026

- 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 secretary@nlakes.cc 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:

Non-Profit Organizations 501(c)(3): Funds may be disbursed directly to a 501(c)(3) with receipt required and/or budget expense report

Individuals or Non 501(c)(3) organizations: Funds may be disbursed 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 people or entities. The two types 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 must be used specifically for the designated purpose within the original grant application and must be spent within 6 months of the award.
- Receipts for purchases must be forwarded directly to treasurer@nlakes.cc 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 of the project must be provided to secretary@nlakes.cc within 1 month of project completion and be provided 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 to secretary@nlakes.cc and approved or denied 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 the right to recover information and unused/unaccounted funds from grantees, utilizing measures deemed appropriate by the Board of Directors and the Council membership.

Individuals or Other Entities (Not 501(c)3 Designated Organizations

- The Individual or Entity has the option to purchase items directly and request reimbursement from treasurer@nlakes.cc by submitting copies of receipts. If this is not a viable option due to cash flow issues, the entity can provide treasurer@nlakes.cc with an estimate/invoice and a check will be written directly to the vendor for the grantee's expense.
- All grant awarded funds must be spent within 6 months of the award.
- A narrative report must be provided to secretary@nlakes.cc within 1 month of project completion and be provided 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 to secretary@nlakes.cc and approved or denied 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 individual or 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 (2026):

- For consideration of funds in 2026, applications must be submitted no later than **March 31, 2026**.
- The NLCC Board will approve any grant awards at the regular meeting in late **April, 2026**.
- Award notifications will occur no later than **May 1, 2026**.
- The project and all expenditures must be completed by **October 1, 2026**.
- A narrative report of the project must be provided to the NLCC by **November 1, 2026**, and will be reviewed for membership at the **January 2027** 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 the application form) 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:

secretary@nlakes.cc

Attn: NLCC Finance Committee Chairman