



## **Community Grant Application Guide**

**The Red Oak Community Grant Program** - Funds are available for a broad range of purposes to meet local needs that include education, human services, basic needs, arts, historical preservation, tourism, promotes good health, inspires, and facilitates recreation, improves, and protects the environment and the aesthetics of the community. \$100,000.00 is available annually in increments of \$25,000.00 per award for a total of (4) awards per year. This is a matching funds grant, funds will be paid out based on a rate of half of the eligible receipts provided during period of eligibility.

**Grant recipients are only eligible to apply/receive assistance once per year.**

### **Organizations must meet the following criteria to apply:**

- Organizations qualified as tax-exempt public charities under Section 501(c)(3) of the Internal Revenue Code or be classified as a unit of local government (including public schools). An exception is made to include fire and rescue departments.
- Businesses with a State and Federal ID# that meet all other requirements as listed within the grant application. Businesses must be an established store front or restaurant that has been open for more than 30 days.
- Religious entities, including churches, and other houses of worship, and/or faith-based organizations whose core functions/operations promote a specific religious doctrine or are restricted to members of a particular faith may apply for funding to support social outreach and charitable service programs to benefit the community-at-large, but they may not apply for general operating support. See restrictions below.
- Organizations must offer programs and services without discrimination based on age, race, national origin, ethnicity, gender, physical ability, sexual orientation, political affiliation, or religious belief.

**Grantee Organization Information**

1. Organization Name:

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2. Mailing Street Address:

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3. Physical Address of Entity Requesting Funds:

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4. Contact Phone Number and email address:

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5. Brief explanation of organization's history, goals, and objectives:

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6. Was COVID-19 a factor in the preparation of this application?

Yes or No?

7. If yes, please explain how your organization was affected by COVID-19.

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**Project Information**

1. Which category does your application fall under?

- a. Business and Economic Development
- b. Community Development
- c. Community Service Impact
- d. Beautification and improvement
- e. Education

2. Provide a one-sentence executive summary of the project.

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3. Identify the problem to be addressed and the needs to be met by the project.

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4. Describe the goals and overall impact of the project.

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5. Why is your organization the best to address the challenge?

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6. Are you working with any other organizations/businesses to complete the project?

Yes or No – Name of other organizations involved:

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7. What is the estimated number of people your project will serve? \_\_\_\_\_

8. What is the timeline for your project? (When will the project start and end? Please use MM/YYYY - MM/YYYY format.) \_\_\_\_\_

9. What is the end goal and how will you measure success?

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**Funding Request**

1. Requested grant amount (grant amount maximum is \$25,000) \_\_\_\_\_
2. How much is the total project? If the project is more than \$25,000, how will the project be fully funded? \_\_\_\_\_  
\_\_\_\_\_

**Supporting Documentation**

- 501(c)(3) document
- Proof of State/Federal ID
- Copy of all contracts related to project including all receipts!

\*Awards will be made within 90 days of the grant request pending council approval and receipt of all requested documentation. \*

Date Application Received: _____
Reviewed by staff: _____
Submitted to Council: _____
Approved: _____
Denied: _____
COVID related: _____
ARF Funds Applied: _____