



CITY OF ANTIOCH

Civic Enhancement Grant Program

Application

The City of Antioch is offering one-time grants that support events, historic & cultural activities, and community beautification projects that enhance civic pride and strengthens community engagement within the City.

1. Introduction

This application should be used by nonprofit organizations requesting funding from the City's Civic Enhancement Grant Program.

Funds may only be used for:

- Activities performed directly for the benefit and enjoyment of all Antioch residents; open to the public and all citizens.
- Improvements to or operation of arts and cultural facilities
- General city beautification

Applications are due October 1, 2019, 5:00pm.

While pleased to contribute toward enhancement activities, the city is interested in investing where other funding entities also contribute to the cost of programs, events and projects. Please describe in detail the program, event or project that you would like the City to support; other funders and supporters, and the positive impact it will have on the community.

Funding disbursements will be made after the nonprofit has been notified from the City. The city reserves the right to adjust grant awards based upon budgetary circumstances following the adoption of the Fiscal Budget.

Submit **one (1) original** of the application packet and three (3) copies. Note: All attachments to the application must be included in the original and all copies. All applications at this time must be submitted in hard copy. **No PDFs accepted.**

The application package must include the following:

- (1) **Completed application form**
- (2) **IRS 501 (C) Tax Exemption Determination Letter**
- (3) **Current List of the Organization's Board of Directors**
- (4) **Organization's Most Recent Audit/Financial Statement**
- (5) **Evidence of Insurance** (Listing of policies by type and coverage amount, indicating policy end dates, or copies of certificates of insurance.)
- (6) **IRS Form 990**

2. Application

Name of Applicant/Organization:

Applicant Contact Information:

Project Manager: _____ Phone: _____

Email: _____

Mailing Address: _____

Physical Address (if different than mailing address): _____

Amount of City Funds Requested: \$ _____

Total Project or Event Budget: \$ _____

Description of Activity: (attach up to one additional page total if necessary)

Explain why financial assistance from the City is necessary to provide these services:

CITY OF ANTIOCH
CIVIC ENHANCEMENT GRANTS APPLICATION
FISCAL YEAR (2019-2020)



List other funding sources that will be used or requested in order to support the program, event or project. What funding will you add to the City grant?

Explain the effect upon these services if the City does not fund your request or if the award is less than requested:

How does this program or project create a unique, positive and valuable impact in our community?

Signature: Applicant Authorized Representative

Date

Applications must be submitted by October 1, 2019, 5:00pm to the Antioch Recreation Department, 4703 Lone Tree Way Antioch, CA 94531

Policy Introduction

The City of Antioch offers one-time grants to provide funding that support operations, marketing and promotions for Antioch special events, historic and cultural activities, and facilities that enhance civic pride and strengthens community engagement within the City. Grants are funded by revenues from City Transient Occupancy Taxes (TOT) and/or the General Fund and approved by the City Council. Applications will be reviewed by the City and the Antioch City Council makes the final grant award decisions.

Funds may only be used for:

- Activities performed directly for the benefit and enjoyment of all Antioch residents; open to the public and all citizens.
- Improvements to or operation of arts and cultural facilities
- General city beautification

Applicants and grant recipients must meet certain reporting requirements and deadlines. This may include reports of how grant funds from previous fiscal years and or grantors were used.

Applicant eligibility

To be eligible for civic enhancement grants, organizations must be a non-profit corporation with tax-exempt status under section 501(c) (3), 501(c) (4), or 501(c) (6) of the Internal Revenue Code. Organizations must provide a copy of their current 501(c) (3), 501(c) (4), or 501(c) (6) IRS determination letter when submitting an application. Private individuals are not eligible to submit applications for programs, events or projects.

How to apply

Applications for grants are only accepted during the submission period, which occurs once a year in the fall. City funds that are budgeted for grants are available on July 1st of the Fiscal Year and must be committed by June 30th, which is the end of the Fiscal Year.

- Organizations should attend a Grant Orientation meeting to obtain the application packet, ask questions about funding, meet City staff, and plan for utilizing the funds in the next fiscal year. The meeting is not mandatory, but may be helpful for new nonprofits or first time applicants.

The Grant Orientation meeting will typically be held in September or October of each year.

- Organizations must meet all the applicant requirements detailed in the current application packet. Read the instructions and all application materials very carefully.
- Complete and submit all of the application materials listed on the grant application checklist. Applications missing any of the required materials will not be considered for funding. Please note that official budget reports and fiscal statements from the nonprofit organization will be a required item.

Application forms

Applications for Civic Enhancement Grants will be available after July 1st each year. The application may be down loaded from the City of Antioch website: www.antiochca.gov or picked up from the following locations:

- Antioch Community Center, 4703 Lone Tree Way, Antioch
- City Clerk counter, City Hall, 200 H Street, Antioch

Types of grants

- Activities performed directly for the benefit and enjoyment of all Antioch residents; open to the public and all citizens.
- Improvements to or operation of arts and cultural facilities in Antioch
- General city beautification within Antioch

All events proposed for funding must be:

- Open to the public
- Take place within the over-arching boundaries of the Antioch City Limits
- Committed and/or scheduled between July 1 and June 30 of the fiscal year for which the grant is awarded

For more information about the City of Antioch Civic Enhancement Grants please call the Antioch Recreation Department at (925) 776-3050.