



# 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 strengthen community engagement within the City.

## 1. Introduction

This application should be used by nonprofit organizations requesting funding and/ or use of Recreation facilities from the City's Civic Enhancement Grant Program.

Funds may only be used for:

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

**Applications are due October 14, 2024, 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. If your proposal is for a program or event to be held at a City facility, please include the approximate facility fees separately on the form. This will allow the City to waive facility/permit fees rather than have the organization pay them from any awarded grant funds.

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. Note: All attachments to the application must be included. Hard copies and PDFs are accepted.

The application package must include the following:

- (1) **Completed application form**
- (2) **Program Budget showing how Civic Enhancement Grant funds are proposed to be used**
- (3) **IRS 501 (C) Tax Exemption Determination Letter**
- (4) **Current List of the Organization's Board of Directors**
- (5) **Evidence of Insurance** (Listing of policies by type and coverage amount, indicating policy end dates, or copies of certificates of insurance.)

## 2. Application

**Name of Applicant/Organization:** \_\_\_\_\_

**Name of Fiscal Agent (If applicable):** \_\_\_\_\_

**Applicant Contact Information:**

Project Manager: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

Physical Address (if different than mailing address): \_\_\_\_\_

Website/Social Media: \_\_\_\_\_

**Amount of City Funds Requested: \$** \_\_\_\_\_

Description/Costs of City Facilities Requested for Program/Event (if applicable): \$ \_\_\_\_\_

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:**

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**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?**

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Signature: Applicant Authorized Representative  
(typed signatures not accepted)

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Date

Applications must be submitted by October 14, 2024 at 5:00pm to the Antioch Recreation Department, 4703 Lone Tree Way Antioch, CA 94531, or may be submitted electronically to [recreation@antiochca.gov](mailto:recreation@antiochca.gov)

## 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 Antioch residents; open to the public and all citizens and/or underserved youth/communities.
- Improvements to or operation of arts and cultural facilities
- General city beautification

Applications may also include a request to use City facilities for programs or events. These costs should be listed separately on the application. This will allow the City to waive facility/permit fees rather than have the organization pay them from any awarded grant funds. 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, or have a qualifying fiscal agent with tax-exempt status under section 501(c)(3), 501(c)(4), or 501(c)(6) of the Internal Revenue Code. Organizations/ Fiscal Agent 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 will end October 14, 2024. City funds that are budgeted for grants must be committed by June 30, 2024, which is the end of the Fiscal 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 may be required under the final grant contract.

## Application forms

Applications for Civic Enhancement Grants will be available after July 1<sup>st</sup> each year. The application may be downloaded from the City of Antioch website:

[www.antiochca.gov/recreation](http://www.antiochca.gov/recreation).

## Types of grants

- Activities performed directly for the benefit and enjoyment of all Antioch residents; open to the public and all citizens and/or underserved youth/communities.
- 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 and/or underserved youth/communities
- 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.