



Grant Application Instructions and Checklist

INSTRUCTIONS

FY10 GRANT TIMELINE

ALL GRANT SUBMISSIONS MUST BE TYPED.

FY10 Grant applications will be made available in May, 2009. Applications are due on June 1, 2009 by 5:00pm in person at our office. Grant review will culminate in an announcement of Grantees on June 15, 2009.

The FY10 Grant contract year will begin on July 1, 2009, and end on April 30, 2010. Final Performance reports and all reimbursement requests for the FY10 grant period must be submitted by May 30, 2010.

Complete this application according to the instructions provided. Only complete applications will be considered.

Applicants must use the forms provided and are limited to the space allocated in the application.

Your funding will be based on a scoring scale. Grants are offered in amounts *up to* \$8500. Applications must be typed. You may not apply for a project that is already being done by another group.

Returning applicants: New innovative objectives and programs as well as enhancements to previously funded objectives may receive greater consideration.

Your submittal must include your original application PLUS 5 copies, as well as five copies of any attachments. Each copy must be hole-punched and binder-clipped, along with any corresponding attachments.

I have read and understand these instructions.

Signature: _____

Title: _____ Date: _____

*****PLEASE INCLUDE THIS PAGE WITH APPLICATION*****

CHECKLIST

Only complete applications will be considered. Please make sure you include all of the following:

- Completed application form
- Program narrative
- Budget narrative
- Letter of Determination (IRS), if applicable
- Certificate of Domestic Corporation, if applicable
- Articles of Incorporation and Bylaws, if applicable
- Proof of Liability, Workers' Compensation and Auto Insurance (\$1,000,000 minimum), if applicable
- IRS Form 990, if applicable
- Financial Statement-Last Complete Fiscal Year, if applicable
- Staff (if applicable) and Board of Directors' resumes
- P&L for the last fiscal year, or summary of revenues and expenses.

Place the name of your organization and the page number in the upper right hand corner of each page.

*****PLEASE INCLUDE THIS PAGE IN THE APPLICATION*****

**Micro District Funding Application Grant Application
FY2010**

1. Background Information

Applicant Name: _____

Contact Person: _____

Address: _____

Telephone: _____ Fax: _____ E-mail: _____

Are you a non profit organization with an IRS letter of determination?

Circle one: YES NO

2. Project Area Description

Please include a physical map clearly indicating the project area boundaries and provide a narrative below:

Narrative Description of Boundaries: _____

3. How many years have you received BDC Micro District Grant funding?

3. (a) Returning applicants: Check this box, and attach your last annual report.

4. State the Mission of your organization:

7. How, exactly, will your project(s) assist small businesses?

8. Financial Oversight

Please identify the person in your organization that will serve as applicant's fiscal contact if different than applicant contact (I.E. Bookkeeper or Treasurer):

Name: _____

Address: _____

Telephone: _____ Fax: _____ E-mail: _____

9. Applicant's Numerical Community Composition/Participation

_____ # Small Business Tax Certificate Holders (business owners)

_____ # Commercial Property Owners

10. Preliminary Project Budget

Please use the table below to indicate your proposed budget for the next calendar year. Please include a budget narrative explaining in detail the nature of every line item (e.g. salary & wages for which staff position, benefits calculated on what rate, nature and quantity of office supplies, quantity of print pieces, web hosting services provider, frequency, size and nature of advertising, etc.) You may wish to place an N/A if this category is not applicable to you:

Personnel Expenses

Sources:

Salaries & Wages*	
Fringe Benefits*	
Subtotal (Personnel)*	

**The Micro District grant monies cannot be used for personnel expenses.*

Item for which you are requesting funding:

Amount Requested with this grant application:

Other sources:

<u>Item for which you are requesting funding:</u>	Amount Requested with this grant application:	Other sources:
EXAMPLE: Newsletter printing	\$400	\$100 (membership fees)
EXAMPLE: Brochure printing	\$3,000	\$3,000 (state matching grant)

TOTAL		
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12. Attachments

- Letter of Determination (IRS), if available
- Certificate of Domestic Corporation, if available
- Articles of Incorporation and Bylaws, if available
- Proof of Liability, Workers' Compensation and Auto Insurance (\$1,000,000 minimum), if available
- IRS Form 990, if available
- Financial Statement-Last Complete Fiscal Year, if available
- Staff (if applicable) and Board of Directors' resumes

I declare that the information in this application is true and correct to the best of my knowledge and attest that I am authorized to sign on behalf of the following applicant. I further agree that, should the applicant be granted these funds, I will submit quarterly reports to the BID Council on behalf of the applicant, as well as a year-end report.

Applicant Name: _____

Signature: _____

Title: _____ Date: _____

For Office Use

Date of Application:

Date of Receipt:

Date of Review: