City of Rehoboth Beach
Grant Request Application

INTRODUCTION

Each year, the City of Rehoboth Beach receives requests for in-kind services and financial grant assistance from charitable, public service, athletic, business, and quasi-governmental organizations. As stewards of the taxpayer dollars, the Commissioners cannot, and should not, provide grant assistance to all requests. Consequently, it is the intent of this application to identify certain specific requests for grant assistance and collect the information to be considered in determining appropriate funding levels.

The criteria used by the City of Rehoboth Beach Commission in determining whether or not to offer a grant to an organization and, if so, the appropriate funding level, include but are not limited to:

1) Whether their principal office and/or establishment are located within the incorporated limits of the City of Rehoboth Beach;

2) Whether they provide a direct and substantial local benefit to the residents and property owners of the City of Rehoboth Beach;

3) Whether the organization provides a quasi-governmental service which, if otherwise provided by the City of Rehoboth Beach, would require the expenditure of City tax dollars (e.g. fire department, ambulance service, library)

4) Whether the organization receives support in the form of federal, state or county, tax dollars (e.g. grants, subsidies, tax-exempt status), and

5) Whether the organization receives support via fundraising from private citizens.

6) Whether the request is for a project, program, or operations.

All organizations seeking public financial support from the City of Rehoboth Beach shall complete the City Grant Application form and shall appear before the City Commissioners at one or more public meetings during the budget process to present their requests.

****

General

The City of Rehoboth Beach Grant Application form is available on the city website at www.cityofrehoboth.com.

<u>Deadlines:</u> The completed Grant Application form, including all required supplemental documents, is to be submitted to the City Manager no later than **11:59 p.m. December 1, 2023,** for consideration for funding in 2024.

All applications must reach the City of Rehoboth Beach by the stated deadline.

Strategies for Grant Seekers

1) Do your research to determine whether the City's goals and objectives for grantmaking are consistent with your grant request.

2) If yours is a new program, or your organization has not applied for City funding in the past three years, contact the City Manager office to discuss your program prior to completing the Grant Application.

3) Your responses must not exceed the maximum word limit for each question.

4) Answer all the questions in each section, UNLESS otherwise indicated by City staff. If a question is not applicable to your grant request, mark the field "N/A". Do not leave any fields blank.

5) Submit your application one original printed application to the City Manager by the deadline indicated.

6) Do not include any materials other than those specifically requested at this time.

7) All applications will be reviewed by the City Manager for completeness and content. If the application is not complete, the City Manager may contact the organization for resubmittal.

8) Applying does not necessarily mean the grant will be made. Awards may be made for the full amount of the application, or some portion thereof. The city has limited resources for grants.

9) Organizations are limited to one grant application per fiscal year.

10) Whether or not any application results in a grant of any amount, organizations may apply each fiscal year.

11) Applicants not receiving grants may resubmit the same application or another application for the following fiscal year.

Application

SECTION 1 - GENERAL INFORMATION
ABOUT YOUR ORGANIZATION

Name of Applying Organization: _____

Year Organization Founded: _____

Doing Business As (if different from name above): _____

Previous Name, if changed: _____

IRS non-profit designation letter date: _____

Tax Exempt ID number: _____

Website URL: _____

Name of Executive Director: _____

    Date of Hire: _____

Name of your organization's President: _____

1) List of Board of Directors, indicating:
   a. Office or position held on the Board.
   b. Year first elected to Board.

        _____

        _____

        _____

        _____

        _____

        _____

        _____

        _____

        _____

        _____

2) Contact person for this request:

    a. Name: _____

    b. Position: _____

    c. Address: _____

    d. Email: _____

    e. Telephone: _____

What is the organization's fiscal year end date? _____

Does your organization have an endowment?

    Yes

    No

If your organization has an endowment, what is the current size of the endowment fund (total dollars)?

What are your organization's top three funding sources? (i.e., local or regional foundation(s), government grants, individual contributions, etc.)

    1. _____

    2. _____

    3. _____

Is the organization's ability to continue to operate, in its current form, dependent upon the City's grant funding?

    Yes

    No

List the type of in-kind support, if any, the organization has received from the city in the past. (i.e., office space, utilities, building maintenance, landscaping)

☐ Include a copy of your organization's most recent financial statement (income and expense and balance sheet) with your submission.
☐ Include copies of the last 3 years of your IRS form 990.

☐ Include a copy of your most recent Strategic or Long-Range Plan. Include an explanation of the progress of this plan.

ABOUT THIS GRANT REQUEST
Please indicate the type of fund request you are making with this application:

☐ **PROJECT** - an individual or collaborative enterprise that is carefully planned to achieve a particular aim or aims within a defined time period. (e.g., purchase of a specific piece of equipment, funding of a conference, development of a strategic plan)

☐ **PROGRAM** - a set of ongoing related projects and activities, managed in a coordinated fashion that allows for the delivery of outcomes and benefits over time. (e.g., maintenance of equipment, regular and ongoing classes or seminars, annual community projects)

☐ **OPERATING*** – an expense that an organization incurs through its normal business operations, including rent, equipment, inventory costs, marketing, payroll, insurance.

*If this is a request for Operating support, please identify a specific item or activity that will be impacted by this grant.

What is the title of the program/project for which you are applying? If you are requesting Operating funds, enter "Operational Support."

What is the total amount needed to implement this program, project, or operational activity?

What is the amount of funding you are requesting from the City of Rehoboth Beach?

What is the duration of the program, project, or operational activity?

What is the anticipated start date for this program, project, or activity? (No earlier than June 1, 2024, and no later than January 1, 2025.)

What communities will be served by this program, project, or operational activity?

What is the estimated number of people to be served?

SECTION 2 - ORGANIZATIONAL BACKGROUND: Who is applying for this grant?

What is your organization's Mission Statement?

Provide a brief description of your organization's current services and activities. (Max 100 Words)

Briefly describe ways in which your organization's current programs support the mission. (Max 100 Words)

Provide the names, professional affiliations, city of residence, and offices other than in the applying organization, held by Board members.

_____

_____

_____

_____

_____

_____

_____

_____

_____

How often does your Board of Directors meet? _____

What duties are expected of your Board of Directors?

Have you applied for a grant from the City of Rehoboth Beach in the past?

      Yes. Year and amount received: _____

      No

If you had submitted a previous grant application with the City of Rehoboth Beach, what was the result?

- ☐ Request funded (full or partial).

- ☐ Request denied.

- ☐ Request withdrawn.

- ☐ Other

SECTION 3 - STATEMENT OF NEED: Why is this grant needed?

What is the problem, challenge or need that this program, project, or operational activity will address?

What is the community benefit to be imparted? (Maximum 500 Words)

Who benefits from the project, program or activity? (Maximum 500 Words)

What is the research, data, or evidence that this need exists? (Maximum 500 Words)

SECTION 4 - DESCRIPTION & METHODOLOGY: What will this grant do?

Give a brief description of the program, project or operational activity to be funded under this grant. (Maximum 300 Words)

What is the timetable for implementation of the program, project or operational activity? (Maximum 250 Words)

How will this program, project or activity address the need described in Section 3 above? (Maximum 500 Words)

SECTION 5 - OUTCOMES AND EVALUATION: What will this grant accomplish and when?

Please list up to 3 specific, measurable, achievable, realistic and timely outcomes/goals for this program, project or operational activity:
  a) For each outcome, list activities that will help achieve the goal.
  b) Measurement: How and when will you measure the success of each activity? (i.e., pre- and post-tests, number of participants, observed behaviors)
  c) Results: Using numbers, percentages or yes/no, indicate the progress you expect for each outcome.

Outcome/Goal #1:

   a) Activities supporting Outcome/Goal #1:

   b) How will you measure progress of Outcome/Goal #1 activities?

   c) What are your desired results for Outcome/Goal #1?

Outcome/Goal #2:

   a) Activities supporting Outcome/Goal #2:

b) How will you measure progress of Outcome/Goal #2 activities?

c) What are your desired results for Outcome/Goal #2?

Outcome/Goal #3:

a) Activities supporting Outcome/Goal #3:

b) How will you measure progress of Outcome/Goal #3 activities?

c) What are your desired results for Outcome/Goal #3?

SECTION 6 - RESOURCE PLANS: How will this activity be funded?

Have you or will you apply for funding support from other sources?

       Yes

       No

What other resources will your organization bring to implementation of the project, program or activity (e.g., volunteers, in-kind contributions, facilities)?

If this is a **<u>Program or Project</u>** request, please answer the following questions:
1) List other funders to whom <u>this project/program</u> has been or will be submitted.

       a. For each funder, indicate amount requested and status of request. (e.g., "to be submitted", "pending", "declined")

2) Is this a long-term or multi-year project?

       Yes

       No

3) If this is a long-term or multi-year project (answered "yes" above), what are your future funding plans? (Maximum 100 Words)

If this is an **<u>Operating</u>** request, answer the following questions:

1) List other funders to whom a request for operating support has been or will be submitted. For each funder, indicate amount requested and status of request. (e.g., "to be submitted", "pending", "declined")

2) Is this an ongoing operational activity?

        Yes

        No

3) If this is an ongoing activity for your organization (answered "yes" above), what are your future funding plans? (Maximum 100 Words)

SECTION 7 – ATTACHMENTS & SUBMISSION

The completed form along with all required supporting documents are to be submitted by email to Margaret Carson, mcarson@cityofrehoboth.com, or by mail to:

ATTN: City Manager
City of Rehoboth Beach
229 Rehoboth Ave.
Rehoboth Beach, DE 19971