



## **Community Participation Grant Guidelines**

### **GRANT PURPOSE:**

The City of Deerfield Beach desires to support a variety of local nonprofit organizations that largely contribute to the public welfare of the City of Deerfield Beach. Each year the City, through the Community Participation Grant Program financially support non-profits that assist the City in serving a valid public purpose.

### **GRANTS AVAILABLE:**

Application Open: June 3, 2019

Application Due: June 30, 2019

Application Due: Grant Announced: Fiscal Year Budget Approval Meeting in September 2019.

### **FUNDING:**

The total budget for the grant program is \$100,000. Community Partnership requests more than \$10,000.00 will follow the guidelines as established in Resolution #2009/163. The request for funding shall be considered by the City Commission during the budget approval process. Funds are not approved until the fiscal year budget has been approved. Funding will also be contingent upon the execution of a binding commitment incorporating the grant conditions. Additional requirements may be imposed at the City's discretion based on the usage of funds.

### **INELIGIBLE ORGANIZATIONS**

As a standard practice, the City of Deerfield Beach does not support and considers ineligible:

- For-profit organizations or those without a nonprofit, tax-exempt status.
- Organizations that discriminate on the basis of race, color, creed, gender, sexual orientation or national origin.
- Organizations or programs designed to influence legislation or elect candidates to public office.

- Faith-based organizations or religious programs whose principle purpose is promulgating a particular religious faith, creed or doctrine.
- Private foundations
- Community or event advertising
- Athletic organizations
- Student trips or exchange programs
- Telephone solicitations
- Recreational, sporting or athletic associations

## **DISALLOWED EXPENDITURES**

Disallowed expenditures as determined by the City of Deerfield Beach; which includes, but not limited to:

- Personal digital assistants (PDAs), cell phones, smartphones, and similar devices
- Service costs to support PDAs, cell phones, smartphones, and similar devices such as wireless services and data plans
- Proposal preparation including the costs to develop, prepare or write the proposal
- Pre-award costs
- Entertainment (i.e. disc jockey, band, performers for social events)
- Out-of-state travel; non-local travel expenses
- Gift cards
- Purchase/lease of facilities or vehicles (e.g., buildings, buses, vans, cars)
- Rentals – one day only (written justification and approval needed for additional time)
- Land acquisition
- Furniture
- Honorariums for presenters/speakers
- Kitchen appliances (e.g., refrigerators, microwaves, stoves, tabletop burners)
- Tuition/Scholarships
- Capital improvements and permanent renovations (e.g., playgrounds, buildings, fences, wiring)
- Clothing or uniforms (written justification and approval needed)
- Project banquets/luncheons
- Costs for items/services already covered by indirect costs allocation (supplanting)

## **APPLICATION PROCESS:**

Application must be completed in its entirety. Please be sure to include the following documents in your application as attachments:

- Submit an updated copy of your IRS W-9 Tax Form

- Submit a copy of your organization's IRS letter or certificate, verifying tax exempt status
- Copy of Tax Returns for the three most recent years
- Submit an accurate itemized budget
- Submit a list of Board of Directors
- Submit Articles of Incorporation
- Grantee shall execute a binding commitment incorporating the grant conditions
- At the option of the City Commission, an audited financial statement together with an audit opinion for the most recent fiscal year or, for agencies without an audited financial opinion, an unaudited financial statement together with a certified statement from the agency's President and Treasurer

Please submit the completed Application and any backup material to [web.citymgr@deerfield-beach.com](mailto:web.citymgr@deerfield-beach.com) and [jsalas@deerfield-beach.com](mailto:jsalas@deerfield-beach.com) and mail hardcopies to:

Community Development Department  
325 NW 2 Avenue  
Deerfield Beach, FL 33441  
Attention: Community Participation Grant

### **NONPROFIT REQUIREMENTS:**

Organizations receiving these funds are required to:

- Submit Scope of Services Form
- Detailed Costs-Budget, with costs broken down and itemized
- Submit all required documents in a timely manner
- Submit a list of monetary and/or in-kind donations from the City.

Failure in complying with requirements could result in nonprofit not receiving funding. All questions or concerns please contact Community Development Department at 954-480-6420 or via email at [jsalas@deerfield-beach.com](mailto:jsalas@deerfield-beach.com).