



**CITY OF CARMEL-BY-THE-SEA**

**FISCAL YEAR 20\_\_/20\_\_**

**CITY COUNCIL DISCRETIONARY FUNDS GRANT APPLICATION**

**ORGANIZATION INFORMATION and GEOGRAPHIC AREA SERVED**

Name of Applicant Organization: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Geographic Area(s) the Organization serves: \_\_\_\_\_

Age groups served by the Organization: \_\_\_\_\_

Number of Carmel-by-the-Sea (93921) residents the Organization serves: \_\_\_\_\_

Is this Organization incorporated as a Nonprofit Organization? \_\_\_\_\_

Is this Organization a Carmel school? \_\_\_\_\_

**PROJECT/PROGRAM INFORMATION**

**Please attach a copy of your proof of nonprofit status, with a copy of the letter from the IRS to this application.**

Project/Program Name: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

Please provide (1.) a brief description of the Project/Program/Service, and (2.) the Project/Program/Service objectives that the City of Carmel-by-the-Sea grant funding will be used to support:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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Please describe the specific benefit to the Carmel-by-the-Sea community that your Project/Program/Service will provide. Include in your description the target population and number of community members that will be served by the Project/Program/Service:

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Please describe how your organization would use the funding awarded. Include equipment or services that would be purchased and why:

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**FINANCIAL STATEMENTS**

**PLEASE FILL OUT THE FORM BELOW.**

<b>Project/Program/Service Name:</b>	<b>BUDGETED REVENUES</b>	<b>BUDGETED EXPENSES</b>
Amount of funding requested from the City	\$	
Funds contributed to Project/Program/Service by Applicant	\$	
Other Project/Program/Service funding already awarded or for which an application has been submitted and funding is pending	\$	
Staffing expense for Project/Program/Service <i>note: this amount is ineligible for City funding</i>		\$
Equipment expenses for Project/Program/Service		\$
Outside services expenses for Project/Program/Service		\$
Food expenses for Project/Program/Service		\$
Marketing expenses for Project/Program/Service		\$
Supplies expenses for Project/Program/Service		\$
Facilities/Rent expense for Project/Program/Service		\$
Other expenses for Project/Program/Service		\$
<b>TOTAL BUDGET FOR PROJECT/PROGRAM/SERVICE</b>	<b>\$</b>	<b>\$</b>

**PLEASE ATTACH THE FOLLOWING TO YOUR APPLICATION:**

- 1. A DETAILED, LINE ITEM BUDGET PLAN FOR THE PROJECT/PROGRAM/SERVICE'S USE OF THE GRANT FUNDS.**
- 2. A CURRENT, DETAILED OPERATING BUDGET THAT INCLUDES INFORMATION ON YOUR ORGANIZATION'S ANNUAL SOURCES OF REVENUE RECEIVED.**
- 3. THE ORGANIZATION'S PAST TWO YEAR'S FINANCIAL STATEMENTS - INCLUDING THE CURRENT YEAR – WITH BALANCE SHEETS, SOURCES OF REVENUES, PROFIT/LOSS STATEMENTS AND INDICATING THE PERCENTAGE OF REVENUE THAT IS USED FOR ADMINISTRATION, SALARIES AND PROGRAM COSTS.**



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**CERTIFICATION/SIGNATURE PAGES**

The applicant organization acknowledges and agrees to the following:

- That it is subject to all City Council Discretionary Funds Grant Program requirements, including submittal deadlines and payment disbursements.
- That it will not spend City Council Discretionary Funds Grant Program funds on ineligible activities/services as outlined in City Council Policy C16- : City Council Discretionary Funds Grant Program.
- The awarding of City Council Discretionary Funds Grant Program funding does not constitute an automatic annual allocation.
- City Council Discretionary Funds Grant Program funding, if allocated, will be for the sole use as reflected in this application form.
- As a condition of receiving funds, an agreement with the City of Carmel-by-the-Sea in a form and with content provided by the City, will be signed and executed by a duly authorized representative of the applicant organization.
- All funds awarded must be spent by the end of the fiscal year (June 30).
- The recipient shall provide a full accounting with documentation on the use of awarded funds within 30 days after the end of the Project/Program/Service or by June 30 of the fiscal year in which funds were awarded.
- The recipient shall return to the City any funds not spent or documented per the signed agreement.
- The City reserves the right to conduct an audit and/or require additional backup information to substantiate how funds received from the City were expended. Failure to provide proper documentation may jeopardize future funding.

I certify on behalf of the above named nonprofit applicant organization that I have read, understand and agree that the aforesaid information is accurate, factual, and current.

Name and Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email address: \_\_\_\_\_

DATE: \_\_\_\_\_

(Month, Day, Year)