



CITY OF HARDEEVILLE
FY2022
CITY COUNCIL DISCRETIONARY GRANT APPLICATION

Welcome the City Council Discretionary Grant program is designed to provide financial support to organizations and agencies that carry out community-based programs and or/services throughout the City of Hardeeville, this program attempts to encourage organizations to continue to offer innovative and much needed services that enhance the quality of life for the citizens of the City. Please make sure to complete all questions as incomplete applications will not be reviews by Council. When finished with the application please Submit through our website and send other required documents to John Boyle @ jboyle@hardeevillesc.gov. All emails should have a reference of Discretionary Grant Fund FY2022 and your Organization's name in the reference field. Only applications received through the website and/or email by the due date of April 12, 2021 at 5:00pm will be considered.

SUMMARY:

Application Title/Project Name	
Amount Requested	

Name of Organization	
Address 1	
City	
State	
Zip Code	
Phone Number	
Email address	
Contact Person	
Website	



CEO/Executive Director

Name	
Title	
Phone Number	
Email	

Application Questions:

Incorporate Date	
Mission Statement	

You may also include any long-range plans and goals for your agency.

Project Information

Project Title	
Project Start Date	
Project End Date	
Total Project Cost	

Organization Background

Type text here

Include recent accomplishments and success with similar programs.

Project Description

Describe your project in terms of who, when, what, why and where.



Benefit to the Community:

Include number of persons served, demographics of audience serve and the geographic location of those served.

Sustainability

What efforts are being made to increase the sustainability of this project/program and decrease the reliance on City Council Discretionary funds?

Partnerships/Community Support

Describe your partnership efforts with similar organizations in the City of Hardeeville that assist in furthering the mission of your organization (list names of partnering organizations if applicable).

Describe how your organization will work with others on this project.

Outcomes

Describe results you expect to achieve, and evaluation practices used to measure success.



Budget

Expense Category

List the expenses for your project below. Add expense categories in the blank lines below, if needed.

Item Description	Discretionary Grant Request	Other Funds	In-kind Donations	In-kind Services
Salary				
Insurance				
Meals/food Provided				
Equipment Expense				
Program Expenses				
Program Supplies				
Advertising				
Utilities				
Promotion				
Media				
Other				
Total				

All funds unspent as allocated shall be refunded to the City.

Income Sources

List the income sources for your program or project below: Include the amount requested in this application. Including supporting documentation for pending grants, such as award letters, emails, or letters from the requesting agency on their letterheads in the required attachment section.

Item Description	Amount	Pending	Received	Requested
FY21 Discretionary Grant				
Other Grants				
Corporate Sponsors				
Ticket/program Income				
Other				
Total				

Budget Narrative

(discuss the items and amounts you have entered above)

Include a detailed narrative of expenses in the Discretionary Grant request expense column. All expenses should directly relate to the project or program that is outlined in the application. Only goods and services that comply with the Discretionary Grant Guidelines are permitted. The budget should reflect in financial terms the actual costs of achieving the objectives of the project you propose in your application.

Please provide a detailed description for each category included in the program budget. Make sure expenses are reflected in the project description.

Budget Narrative Continued

Required Attachments:

- Current organization operating budget reflecting sources and amounts of income and expenditures for the organization as a whole; not just the program outlined in the application.
- IRS determination letter indicating the organization's 501(c)(3) charitable status.
- Proof of current registration as a charity with the SC Secretary of State's Office.
- Current list of board of directors
- Most recent 990 tax return. If you file a 990 post-card, please attach a financial report showing financial status.
- Audited Financial statements for (3) years prior to current request.
 - In the event an audit has not been completed for the most recent fiscal year, the applicant may submit unaudited information for that year.
- Pending grant award documents such as grant award letters, emails, or correspondence from the grantor.
- City of Hardeeville business license or business license assessment survey form (this form shows that a business license is not needed for your organization).



By my signature, I hereby certify that I am the Applicant, or the duly authorized Representative of the Organization, empowered to make and deliver this application for funding from the City of Hardeeville. All information provided in this application and its attachments is true and correct to the best of my knowledge and belief. I understand that the provision of false information herein may invalidate the application, or in the event the grant is approved, may result in the revocation of any approved funding and the demand for repayment of any amounts already advanced to the Applicant.

Signature: _____

Print Name: _____

Title: _____

Date: _____

APPLICATION DEADLINE: MONDAY, APRIL 12, 2020 by 5:00PM

Provide one (1) electronic copy to:
City of Hardeeville
Attn: John Boyle, Financial Director
Email: jboyle@hardeevillesc.gov



**TEXT OF CITY COUNCIL RESOLUTION OF FEBRUARY 3, 2011
REGARDING REQUESTS FOR FINANCIAL ASSISTANCE**

**A RESOLUTION TO ESTABLISH A POLICY ON FINANCIAL ASSISTANCE
FOR ALL ORGANIZATIONS IN THE CITY OF HARDEEVILLE.**

WHEREAS, organizations, both charitable and for profit, petition the Council to appropriate public money for donation to their purpose; and

WHEREAS, City Council finds that this use of the public funds must be for a public and corporate purpose, as distinguished from a private purpose; and

WHEREAS, a public purpose has for its objective the promotion of the public health, morals, general welfare, security, prosperity, and contentment of all the inhabitants or residents within a given political division; and

WHEREAS, City Council desires a uniform policy and procedure for requests for financial assistance from all City funding sources other than the Council Discretionary Fund, which has its own Council adopted policy.

NOW THEREFORE IT IS RESOLVED that individuals or organizations seeking financial assistance from public funds must first contact the Budget Department and submit pro formas or financial statements for three years prior to the current request.

AND IT IS FURTHER RESOLVED petitioners should submit their request to this Body factual information as to the ultimate goal or benefit to the public intended by the project; whether public or private parties will be the primary beneficiaries; speculative nature of the project and the probability that the public interest will be ultimately served and to what degree.