



## 2009-10 Mini-Grant Application

### Certification for Mini-grant Applications

(This page must be included with the application.)

I certify that the applicant organization fully meets all the eligibility requirements for 2005-06 Mini-Grants, and that, to the best of my knowledge and belief, the data in this application and any attachments hereto, are correct and true. The application has been duly authorized by the governing body of the applicant organization.

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Authorized Official Signature

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Typed/Printed Name and Title

Contact Phone Number: \_\_\_\_\_



# 2009-10 Mini-Grant Application

## Budget Form

Amount Requested from City of Lodi: \_\_\_\_\_

Total amount available from other funding sources: \_\_\_\_\_

### *Total Project Expenses*

1. Personnel:	
2. Equipment	
3. Total Program Costs	
4. Operating Expenses	
5. Other Costs	
TOTAL	

### *Total Project Income*

1. Sponsorships	
2. Other Grants	
3. Ticket Sales	
4. Other Income	
TOTAL	

### **Mini-grant Budget Narrative**

Provide a justification for the each of the items requested in the budget. List the other funding sources available for the project, if any.



## 2009-10 Mini-Grant Application

1. **Organization Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Contact Name and Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

2. **Title of Project:** \_\_\_\_\_

3. **Amount Requested:** \_\_\_\_\_

4. **Short Description of Project:**

5. **Target population** that will benefit from project \_\_\_\_\_

6. **Estimated number** of target population to be reached: \_\_\_\_\_

# 2009-10 Mini-Grant

## Guidelines

- b. How does the project match the arts and cultural goals, vision, mission and intent of the City of Lodi?
  
  - c. What is the target population of the project? If populations other than the Commission's target are a part of your project, clearly describe how these other populations will be served without Commission funds.
  - d. What is the community support for the project? How will the project relate to other community projects, programs and activities?
  - e. What are the project's expected results and outcomes?
  - f. What are the Applicant's qualifications (including qualifications of staff and volunteers) to make the project a success? What are the Applicant's financial internal controls over grant funds?
- **Your Budget and Budget Narrative** (use the attached forms). Describe in the Budget Narrative other funding sources that you have approached for funding.
  - **A copy of your organization's tax determination letter** or business license (as applicable).
  - **Letters of support** (no more than three) from organizations or individuals outside your organization are optional.

### Proposal Submission

Submit the application unbound (paperclips only). You may receive a phone call from Division staff regarding your application if additional questions arise. You will be notified of funding decisions within 30 days of the submission deadline.

Questions? Call us at (209) 333-6800 xt 2458.

# 2009-10 Mini-Grant

## Guidelines

Requests must support the mission, vision, principles and goals of the City of Lodi's Division of Arts & Culture and the Lodi Arts Commission.

The project should have community support. Community members such as parents, agencies, and other groups should indicate their support. This can be described in the narrative or in letters of support. Up to three letters of support are encouraged, but optional.

### **Budget/Fiscal Requirements**

Applicants may apply for Mini-grant funding once per year. Applicants that have several programs within their structure can apply more than once per year if the funding requests are for different projects. Application or receipt of other City of Lodi funding does not exclude application or receipt of funding for Mini-grants. However, the projects for which funding is requested must be different for the Mini-Grant request and the Project request.

### **Post Award Requirements Checklist**

After an application is approved for funding, a Grant Agreement is developed setting forth the understanding of the parties. This Grant Agreement is a legally binding document.

Applicants must acknowledge City of Lodi funding in any materials, programs, or publicity generated about the project. (Our logo will be provided to you for that use.)

### **Proposal Contents Checklist**

A complete application consists of the following:

- **The Mini-grant Application Form** is the cover sheet for your request.
- **The Certification** must be included with the original signature of the person authorized to sign for the Applicant.
- **Project Narrative:** Address the following questions, a-g, in 1-2 pages.
  - a. What is the need for the project?



# 2009-10 Mini-Grant Guidelines and Application

## **↪ Deadline: The First Working Day of Every Month**

*Please Note:* Mini-grant funding is intended for one-time only support to a project, not for on-going programs and activities. Mini-grants will not fund administrative or start-up expenses (e.g., staff salaries, utility costs, etc.). Rather, mini-grants are intended to support projects and activities that support the creativity of our community's children and families.

The maximum funding available from Mini-grants is \$2,000. All grants awarded are subject to availability of funds as appropriated by the Lodi City Council. Any delay of funding appropriations may delay administrative and review processes and notification of awards.

**Funded projects are limited to projects and organizations within the City of Lodi.**

**Applicant Qualifications:** Funds are available to non-profit community groups, collaborations, agencies and others providing publicly available activities for the entire community.

In order to provide assurance to the City of Lodi that grant funds will be accounted for and used properly, Applicants must possess appropriate and adequate financial internal controls.

Applicants must describe, in the project narrative, their internal controls over grant funds received and disbursed, including procedures for authorizing disbursements, tracking grant expenditures, and reporting grant revenue and expenditures.

**Proposed project:** The project must serve a public purpose. Any benefits to the Applicant must be incidental (minor and secondary) to the public purpose. Public funds must be spent on a public purpose, and not to enrich a private entity. There must be an identified need in the community for the project.