

CITY OF SPOKANE VALLEY, WA 2020 Economic Development and Social Services Grant Application Instructions

General:

Each year, the Spokane Valley City Council includes funds in the annual budget to help support economic development activities and/or social service efforts directly benefiting the citizens of Spokane Valley. We are currently seeking applications from qualified non-profit providers of such services for funding in our 2020 budget. Organization must be organized under Internal Revenue Code sections 501(c)(3) or 501(c)(6).

General Requirements:

- In order to qualify for grant funds, the agency must be a qualified 501(c)(3) or 501(c)(6) organization.
- Agency must provide **12** copies of the completed attached application. Other materials intended to further showcase your agency, project, or mission are allowed to be included with the application; if included, provide **12** copies of each. As all materials will be inserted into standard three-ring binders, all materials should be unbound and three-hole punched.
- Grant funds should not be used to fund capital assets such as buildings and vehicles to avoid questions relating to insurance and liability.
- Grant funds should not be used to fund the salaries of individuals not employed by the city. This approach avoids questions related to workers compensation and unemployment claims, as well as avoiding audits of employee timesheets.
- The applying agency will be asked to prepare a presentation of no more than 5 minutes on your request to the Spokane Valley City Council on September 17, 2019 at 6:00 pm in Council Chambers at City Hall. **If you plan to distribute handouts at this meeting, 12 copies of the handout must accompany your proposal on the August 9, 2019 deadline. If you wish to use presentation materials with a program such as PowerPoint, all files must also be included with the proposal and presentation handouts by the application deadline of August 9, 2019.**

Schedule of Grant Application Events:

Following is the proposed schedule for the Grant Application Process (Note: specific dates may be adjusted by the City to meet unexpected circumstances):

Notice placed in newspaper and grant package available	July 12, 2019
Grant application must be received at City Hall no later than 4:00pm (applications received later than this will not be considered)	August 9, 2019
Applicant presentations to City Council	September 17, 2019
City Council motion consideration for 2020 awards	October 22, 2019
Award/regrets letters sent out to applicants	October 30, 2019
Contracts between City and grant recipients to be completed	November 2019
Date upon which grant awarded programs must be completed	December 31, 2020
Post event reporting due to the City	January 15, 2020

Project Management:

The City of Spokane Valley Finance Department will issue contracts for approved grants, reimburse expenses, and monitor contract compliance. **Applicants will be reimbursed for documented costs, as outlined in the application, up to the amount awarded.**

Selection Process:

Each application will be reviewed by the Finance Department to ensure all required portions of the application are included and that the applicant is an eligible entity. All complete applications from eligible entities will be provided to City Council for determination of award. All applicants are expected to make an oral presentation to City Council. This allows the applicant to better explain their program, as well as affords council the ability to better understand the proposed services. Following the presentations, Council will decide at a later meeting, based on a methodology of their choosing, the amounts of each award. Upon finalization of the awards, each applicant will be notified of their awarded amount. Staff will then consult with applicants of approved projects to develop contracts and scopes of work. After the applicants and the City have signed the contracts, staff will notify applicants to proceed.

It is very important that applicants are aware that upon being awarded a grant:

1. The grantee must sign a contract with the City.
2. All contracts are reimbursement based; i.e., the grantee must expend funds on approved items and then seek reimbursement under terms of the governing contract. Grantee will not be reimbursed if information requested by the City (prior or current year) has not been provided. Approved items are those that were outlined by the applicant in the application and oral presentation.
3. The Finance Department will confirm that applicants submitted a report on 2019 activities to the City, if a grant was awarded.

Only after these steps are complete is a project grantee authorized to begin incurring costs.

Other Information:

Insurance: As part of its contract for performance, the City requires contractors to maintain liability insurance in the amount of \$1,000,000 and name the City as an additional insured on its liability insurance policy. Proof of such insurance must be submitted with the contract, or before funds are released.

Contract: The City will utilize a standard contract for City-funded grant activities.

Payment: Normally, payment is provided once per month or quarter as a reimbursement of expenses, upon receipt of an invoice including appropriate attached backup for the expenses that were incurred.

Equal Opportunity: No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this Agreement in violation of local, state or federal law.

Reporting Requirements: Upon completion of the grant program or the year, grant recipients are required to provide a written summary of their program. The focus of the post grant reporting is to provide the council and citizens information on how the city funds were used. The focus should be on the actual impact these funds had on the citizens of the City of Spokane Valley. A comparison to the planned impact as detailed in the metrics section of your application.

The written report will be provided to City Council and the public. Failure to comply with the reporting requirements may affect your organizations ability to effectively apply for future awards

Additional Information: Additional information which may be required by a change/interpretation in state law may also be required from the applicant.

Proposal Submittal:

Please submit **12** copies of your application information no later than 4:00 pm on **Friday, August 9th, 2019** to:

City of Spokane Valley
Attn: Sarah Farr, Finance Department
10210 E. Sprague Avenue,
Spokane Valley, WA 99206

**CITY OF SPOKANE VALLEY
APPLICATION FOR
ECONOMIC DEVELOPMENT and
SOCIAL SERVICES GRANTS**

INSTRUCTIONS:

All sections must be answered in their entirety for this application to be considered complete. Additional pages that are attached to the application must be labeled with the section number and section title.

I. PROJECT APPLICATION DEADLINE: August 9th, 2019 before 4:00 p.m.

Applicant: _____

Phone: _____ E-mail _____

Address: _____

City: _____ State _____ Zip _____

Applicants are: Non-profit _____ Public/Municipal Agency _____

Must be a non-profit 501(c)(3) or 501(c)(6) or a public agency to be considered for funding.

Contact Person (if different than applicant): _____

Phone: _____ E-mail _____

Address _____

City _____ State _____ Zip _____

Amount requested: \$ _____ Applicant's match: \$ _____

Total project budget: _____

Is this a new or continuing activity? _____

II. HISTORY

Briefly describe your organization/business. What is its primary function and mission statement?

III. PROJECT SUMMARY

Provide a concise summary of your request and what it will accomplish. If your request is part of a larger project, you may briefly describe the over-all project. However, please focus the bulk of your answer on the specific element for which you are requesting funding. As the intent of the grant is to benefit the citizens of the City of Spokane Valley through Economic Development or Social Services, please specifically indicate how your project falls into one or both of these categories.

IV. SCOPE OF WORK

Fully describe the project. Expand on your Project Summary to address such issues as:

- a. What it is you wish to do?
- b. How and why the community will benefit?
- c. What are the beginning and ending dates of your project?
- d. Is it a seasonal activity appropriate to its location?
- e. If an outdoor activity, are there any weather-related constraints?
- f. Brief history of event or organization.

If you are requesting funds for a specific portion of a larger project, please so state but focus your response on the element for which you are requesting grant assistance. You may use additional pages as necessary. **Attachments to this section should be labeled “IV. Scope of Work.”**

V. BUDGET

Please provide a detailed budget for the use of your requested funds. This should include sufficient detail as to the types of expenses being covered by the grant, the total amount being spent for each type of expense, and how much of that is to be covered with awarded funds.

As it is common for awarded amounts to be less than the amount requested, please provide information on how your program’s budget will be adjusted if the awarded funds are less than requested. If you believe that there is a minimum amount needed to have a beneficial impact on your agency, please include that information and reasoning for said amount.

VI. METRICS

What are the **specific** goals for the use of the grant funds? How do you measure the successful use of your grant funds? What specific impact will the grant funds have on your program? What methodology will you use to determine if you met your goals?

For social services type grants, it would be appropriate to indicate how the program measures the service that is being provided to the citizens of the City of Spokane Valley. For economic development type programs, these should be indicators that you can show a direct benefit to the economic health of the City.

Upon grant closeout this should be the focus of the required post grant reporting.

VII. ATTACHMENTS

Please provide the following information as attachments.

1. Copy of state certificate of non-profit incorporation and/or copy of federal determination of 501(c)(3) or 501(c)(6) exempt status.
2. Copies of most recent approved and proposed budgets of the overall organization. For public agencies, copies of budgets should be at the fund-level.
3. Copy of meeting minutes showing official approval of project and authorization of application or a signed resolution of the board of directors authorizing the application.
4. List of members of the organization’s board of directors and principal staff.
6. List co-sponsors, if any, by title and type.

CERTIFICATION

The applicant here certifies and affirms:

1. That it will abide by all relevant local, state, and federal laws and regulations. Without limiting the foregoing, no individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this Agreement in violation of local, state, or federal law.
2. That it has read and understands the information contained in this Grant application and will comply with all provisions thereof.

Certified By: (signature) _____

(print or type name) _____

Title: _____

Date: _____