

GUIDE TO 2015 HOST FUND GRANT APPLICATION

Please read the entire guidelines/application before you begin.

The goal of the 2015 Host Fund Grant Program is to improve the City's performance in the areas of **RECYCLING** and **WASTE MANAGEMENT**. Applications will be evaluated and scored based on the extent to which they help the City accomplish this goal.

APPLICATION DEADLINE

- Applications must be received on or before **May 15, 2015**.
Late applications may not be accepted.
- Please use this application form/format only. Applications may be scanned or reproduced but must be presented in this format. Applications not received in this format will be disqualified.

REQUEST AMOUNT

- **Total Project budget must be a minimum of \$5,000.**
A total of \$35,000 in one or more grants will be awarded for this cycle.

ACTIVITY PERIOD

- All funded projects must be completed by December 31, 2016.

ELIGIBILITY/CRITERIA

- Applicant must be or have the sponsorship of a 501(c)(3) organization or another type of non-profit entity.
- Grant funds may be spent on labor, materials, or subcontractor services.
- A maximum of 5% of the funds may be used for administrative costs (salaries, office rent, etc.)

RESTRICTIONS – FUNDS MAY NOT BE USED FOR THE FOLLOWING:

- Activities for which academic credit is given
- Activities that have already been completed
- Activities that have a religious purpose
- Activities not available to the general public
- Activities outside the City of Harrisburg.
- Cash prizes and awards
- Benefit activities
- Lobbyists' payments

I. Organizational Information

Organization Name _____

Address _____

City _____ State _____ Zip _____

Contact Person _____

Title _____

Phone _____

E-mail Address _____

Is Applicant a 501(c)(3) or other nonprofit organization? Yes No

If not, do you have documentation of support from a sponsoring entity that is a 501(c)(3) or other non-profit organization, stating that they will serve as a financial conduit for the project? Yes No

Is organization required to submit a Federal 990 and/agency audit? Yes No

Please state your organization's mission:

II. Project/Program Information

Project/program title _____

1. Summary of project/program (PLEASE ATTACH ADDITIONAL SHEET IF NEEDED)

2. Is this a new project/program or an expansion of a current project/program?

New

Expansion

If an Expansion, explain the expansion and how it relates to the existing program.

3. Date(s) program/project will be implemented? (*please provide approximate starting and ending months, if not exact dates*)

III. Grant Management Approach

Has your organization received grants in the past?

- Yes
- No

If Yes, please list grants received in the past 3 years:

Grants Received		
Name/type of Grant	Grantor (Organization Name; Contact Name and Phone Number)	Grant Amount

Please describe the system you have in place to ensure that funds are expended as required. Also address the manner in which you will ensure proper accounting of funds. Attach additional sheets, if needed.

IV. PROJECT/PROGRAM BUDGET

- Project budget **MUST** be at least \$5,000.
- Total Income **MUST** match Total Expenses.

If the total budget is greater than the amount requested and there are additional sources of income for this project/program, please list the amount and status of funding.

Program/Project Income		
List all income for this project DO NOT include in-kind.	Anticipated, Committed, or Received	Amount
Host Fund Grant Request	A	
TOTAL PROGRAM/PROJECT INCOME		

Program/Project Expenses	
List all expenses for this project. DO NOT include in-kind.	Amount
TOTAL PROGRAM/PROJECT EXPENSES	

V. CERTIFICATION AND STATEMENT OF ASSURANCES

The applicant certifies, represents, and warrants that it meets all eligibility requirements set forth by the City of Harrisburg and that:

1. The information contained herein and in all attachments and supporting material is true and correct, the filing of the application has been duly authorized by the governing body of the applicant, and the undersigned has the authority to execute this application on behalf of the applicant.
2. The applicant accepts in advance any grant awarded by the City of Harrisburg, agreeing: a.) that any funds received as a result of the application will be expended solely for the described project(s) and program(s).

Signature of Applicant/Authorized Personnel

Date

Name of Applicant/Authorized Personnel

Organization Name

VI. REQUIRED SUPPORT MATERIALS

1. Resume or biography (no more than one page each) of key personnel involved in the project.
2. A Location Commitment Letter - If the project/program will be implemented at a location that is not controlled by you or your organization, submit a one-page letter, signed by the location's owner or manager, indicating willingness to host your project/program.
3. A letter(s) of intent, signed by all project/program participating individuals or organizations, indicating their commitment to participate in the project described in application.
4. A letter of support from the City of Harrisburg, based on the pre-application meeting you or your representative attended.
5. For the applicant (or sponsoring) organization:
 - a. copy of IRS letter certifying 501(c)(3) or other non-profit status.
 - b. List of Board of Directors including professional affiliations
 - c. Copy of most recent IRS Form 990 filing or most recent Financial Statement
6. Any additional materials that support your application (for example, brochures, location map).

Please note: Do not send originals or your only copy of application materials. If you wish to have your work samples returned, please include a self-addressed, stamped envelope with your application.

VII. Submission Instructions

APPLICATION SHOULD NOT BE BOUND. Please no staples; use paper/binder clips.

Completed applications should be mailed to:

City of Harrisburg Environmental Advisory Council

c/o

Geoffrey Knight

Bureau of Planning

The Rev. Martin L. King, Jr. City Government Center

10 North 2nd Street, Suite 206

Harrisburg, PA 17101

(717)-255-6637

gknight@cityofhbg.com

VIII. Award Announcements & Grant Disbursements

Applicants will be notified of EAC recommendations for grant awards by June 1, 2015, by which time the EAC and City will have reviewed all applications and developed a prioritization list. All applicants will receive e-mail notification of the final awards regardless of whether or not their organization is awarded grant funds.