**A close up of a logo

Description automatically generated**

**Community Partnership Grant Application**

**Fiscal Year 2019-2020-Cycle 1**

**IMPORTANT:**

* Please read the San Benito EDC application guidelines prior to completing this application.
* **Please call to discuss your plans for submitting an application in advance of completing the form.** A completed application and all supporting documents are required to be submitted via email or on a thumb drive for consideration by the SBEDC Board. Please submit the application to:

Attention: Rebeca Castillo, Executive Director

701 N. Bowie Street, San Benito, TX 78586

***Applications must be completed in full, using this form, and received by SBEDC, via email or on a thumb drive, by 3:00 p.m. on the date indicated in schedule below.***

**Community Partnership Grant Calendar for Cycle 1:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Application Deadline** | **Eligibility Events/Initiative Dates** | **Info Session Dates** | **Presentation to EDC Board** | **Funds Available** |
| Wednesday, Jan. 8, 2020 at 3:00 PM | February 1, 2020 June 30, 2020 | Friday, Dec. 6, 2019 at 10:00 AM or 2:00 PM  Thursday, Dec. 12, 2019 10:00 am or 2:00 PM  (Must Attend One Session) | January 15, 2020\* | February 1, 2020 |

**\***Date Subject to Change. Applicant will be notified promptly of any change in date.

**COMMUNITY PARTNERSHIP GRANT APPLICATION**

**INFORMATION ABOUT YOUR ORGANIZATION**

Name:

Federal Tax I.D.:

Incorporation Date:

Mailing Address:      

City       ST:       Zip:

Phone:       Fax:       Email:

Website:

**Check One**:

Nonprofit – 501(c) Attach a copy of IRS Determination Letter

Governmental entity

For profit corporation

Other

Professional affiliations and organizations to which your organization belongs:

**REPRESENTATIVE COMPLETING APPLICATION:**

Name:

Title:

Mailing Address:

City:       ST:       Zip:

Phone:      Fax:       Email:

**CONTACT FOR COMMUNICATIONS BETWEEN SBEDC AND ORGANIZATION:**

Name:

Title:

Mailing Address:

City:      ST:       Zip:

Phone      Fax:       Email:

**FUNDING**

Total amount requested:

Matching Funds Available (Y/N and amount):

Will funding be requested from any other entity (e.g. Convention and Visitors Bureau, Arts Commission, City of San Benito)?

Yes  No

Please provide details and funding requested:

**PROMOTIONAL/COMMUNITY EVENT**

Start Date:       Completion Date:

**BOARD OF DIRECTORS** (*may be included as an attachment*)

**LEADERSHIP STAFF** (*may be included as an attachment*)

**Using the outline below, provide a written narrative no longer than 7 pages in length:**

1. **Applying Organization**

Describe the mission, strategic goals and objectives, scope of services, day to day operations and number of paid staff and volunteers.

Disclose and summarize any significant, planned organizational changes and describe their potential impact on Community Event, Campaign, or Initiative for which funds are being requested.

1. **Community Event, Campaign or Initiative**
   * Outline details of the Community Event, Campaign or Initiative for which funds are being requested. Include information regarding scope, goals, objectives, target audience.
   * Describe how this event will **showcase San Benito and** **promote the City for the purpose of business development and/or tourism**.
   * Describe how the proposed Community Event, Campaign, or Initiative fulfills strategic goals and objectives for your organization.
   * Promotional/Community Events must be open to the public. If a registration fee is charged, it must be minimal.
   * If the event benefits a nonprofit organization, specific detail must be provided regarding the benefit (e.g. X$ per entry; X% of overall revenue; X% of net revenue).

* Provide information regarding planned activities in support of the event, timeframe/schedule, estimated attendance and admission/registration fees, if planned.
  + Include the venue/location for the proposed event.
  + Provide a timeline for the production of the event.
  + Detail goals for growth/expansion in future years.
  + Provide plans to attract resident and visitor participation and contribute to business development, tourism and growth of San Benito’s sales tax revenue.
  + Demonstrate informed budgeting/financial planning – addressing revenue generation, costs and use of net revenue.

**Has a request for funding, for this Community Event, Campaign, or Initiative, been submitted to the San Benito EDC in the past?**

Yes  No

**Date(s):**

**Financial**

* Provide an overview of the organization’s financial status including the impact of this event on organization mission and goals.
* Please attach your organization’s budget and Profit and Loss statement for the current and previous fiscal years and audited financial statements for the preceding two years. If audited financials are not available, please indicate why.

**Overview of Community Event/Initiative financial goal?**

**Gross Revenue $**

**Projected Expenses $**

**Net Revenue $**

***(Attach a detailed budget specific to the proposed Community Event, Campaign, or Initiative*.)**

**What percentage of Community Event/Initiative funding will be provided by the Applicant?**

**Are Matching Funds available?**  Yes   No

Cash $      Source       % of Total

In-Kind $      Source       % of Total

***Please provide details regarding other potential sources for funding. Include name of organization solicited; date of solicitation; amount of solicitation and date that notice of any award is expected.***

**IV. Marketing and Outreach**

Describe advertising, marketing plans and outreach strategies for this event – and how they are designed to help you achieve current and future goals.

Provide a detailed outline of planned marketing, advertising and outreach activities and the amount budgeted for each.

**V. Metrics to Evaluate Success**

Outline the metrics that will be used to evaluate success of the proposed Promotional/ Community Event. If funding is awarded, a final report will be required summarizing success in achieving objectives outlined for the event.

**Acknowledgements**

***If funding is approved by the San Benito EDC Board of Directors, Applicant will assure****:*

* The Community Event/Initiative for which financial assistance is sought will be administered by or under the supervision of the applying organization.
* All funds awarded will be used exclusively for advertising, marketing and promotion of the Community Event/Initiative described in this application.
* San Benito EDC will be recognized in all marketing, advertising, outreach and public relations as a funding partner of the Community Event/Initiative. A logo will be provided by San Benito EDC for inclusion on all advertising, marketing and promotional materials. Specifics for audio messaging will be agreed upon by applicant and San Benito EDC.
* The Organization officials who have signed the application are authorized by the organization to submit the application;
* Applicant will comply with the San Benito EDC Grant Guidelines in executing the Community Event/Initiative for which funds were awarded.
* After the event, the applicant is required to present a written and verbal presentation to the San Benito EDC Board explaining the outcome of the event. Failure to comply with this requirement within 60 days after the event will disqualify the applicant from further funding consideration for 12 months.
* Grant funding is awarded, YET the EDC will make payments directly to vendors for invoices of qualified expenses.

* If community event/initiative date (s) changes, the applicant must notify the San Benito EDC so that our records may be updated and the Board of Directors are notified. Funds granted must be used no later than June 30, 2020.

**We certify that all figures, facts and representations made in this application, including attachments, are true and correct to the best of our knowledge.**

**Chief Executive Officer Representative Completing Application**

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

Signature Signature

Printed Name Printed Name

Date Date

***Incomplete applications, or those received after the deadline, will not be considered.***

**CHECKLIST:**

**Completed Application:**

√ Use the form/format provided;

√ Organization Description;

√ Outline of Community Event/Initiative; description, budget, goals and objectives;

√ Indicate the San Benito EDC goal(s) that will be supported by this Community Event/Initiative;

√ Promotional/Community Event timeline and venue included;

√ Overall event budget that includes plans and budget for advertising, marketing and outreach included;

√ Evaluation metrics are outlined;

√ List of board of directors and staff;

√ Financials: organization’s budget and P&L statement for current and previous fiscal year; Community Event/Initiative budget; audited financial statements are provided; &

√ IRS Determination Letter (if applicable).

***A final report must be provided/Presented to the San Benito EDC Board of Directors within 60 days of the completion of the community event/Initiative.***

***Please use the form/format outlined on the next page for the final report.***

**A close up of a logo

Description automatically generated**

**Community Partnership Grant Final Report**

**Organization:**

**Funding Amount:**

**Community Event/Initiative:**

**Start Date:** **Completion Date:**

**Location of Community Event/Initiative:**

**Please include the following in your report:**

* Narrative report on the Community Event/Initiative;
* Identify goals and objectives achieved;
* Financial report – budget as proposed and actual expenditures, with explanations for any variance. If the event includes a charitable component, include the donation made;
* Samples of printed marketing and outreach materials (SBEDC logo to be included);
* Screen shots of online Promotions (SBEDC logo to be included);
* Photographs, slides, videotapes, etc.; &
* Performance against metrics outlined in application

**Please submit Final Report no later than 60 days following the completion of the Community Event/Initiative to:**

By Mail: Attention: Rebeca Castillo, Executive Director

701 N. Bowie Street, San Benito, TX 78586

By Email: To: [info@sanbenitoedc.us](mailto:info@sanbenitoedc.us)

Attention: Rebeca Castillo

Subject Line: San Benito EDC Community Partnership Grant Final Report

[info@sanbenitoedc.us](mailto:info@sanbenitoedc.us)