

City of Johns Creek Grant Application process

The City Council of Johns Creek has set aside \$30,000 in the Fiscal Year 2011 budget for the purposes of supporting established not-for-profit organizations in the City of Johns Creek. The intended purpose of the grants program is to encourage Johns Creek citizen participation in the arts programs in the city while supporting growth of those programs.

Council is in no way required to award all funds set aside in the grant budget. If funds are not awarded, they will revert back to general fund as per standard practice.

Council has set June 29, 2011 as the initial call date for applications and all applications are due on or before July 29, 2011 at 5:00 p.m.

Basic criteria for Applicant

1. Grant applicant must be an agency based in City of Johns Creek.
2. Grant applicant must be an agency with federal 501 (c) 3 status for a minimum of 3 years.
3. Applicant must serve citizens of the City of Johns Creek.

Documents required for all applications to the program

1. General Information (7 pages maximum)

- a. Cover letter stating specifically who contact should be for grant-related questions
- b. Copy of 501 (c) 3 letter
- c. List of Board of Directors with addresses, contact information and short biography
- d. Copy of latest audited balance statement
- e. Three-year budget history

1. Detailed Description of Organization (7 pages maximum)

- a. Mission Statement
- b. History of Organization (brief summary)
- c. State specifically, who served, how audience is determined
- d. Specific information on how Johns Creek residents are identified and served by organization
- e. Method of service
- f. Staffing summary, volunteer, paid or combination

Documents required for Project Specific Funding Request (6 pages maximum)

1. Written narrative describing project, to include staff members or board members responsible. (Not to exceed 2 written pages.)
2. Identify specific need for funding including the exact amount requested and explanation of how it will be spent. Specify how funds will be used in conjunction with other revenue if applicable.
3. Explanation of benefit to the City of Johns Creek and its residents.
4. Project Budget with city funds clearly identified.
5. Proposed start and end dates and location of program.

Please note special criteria for project funding:

1. Must serve a minimum of 80% City of Johns Creek residents if funding is for a specific project. If funding is of an overall nature, it must improve a level of service or product that is a benefit to the citizens of Johns Creek.
2. Funding cannot **supplant applicant's existing budget, i.e., cannot** displace existing revenue.

Documents required for General Program Funding (6 pages maximum)

1. Identify specific need for funding including the exact amount requested and explanation of how it will be spent, i.e. IT support; marketing, purchase of materials.
2. Identify specific staff or project supported by grant program.
3. Explanation of benefit to the City of Johns Creek and its residents.
4. Projected program budget with city funds clearly identified and training funds identified if applicable.
5. Projected start and end dates for expenditure.

Please note special criteria for program funding:

1. Applicant must show how program support gives direct and significant benefit to Johns Creek Residents.
2. Funding **cannot supplant applicant's existing budget, i.e., cannot** displace existing revenue.

Award details:

1. There is a ceiling of \$15,000 per request. There is no minimum.
2. Payout will be 2/3 upon acceptance of agreement and 1/3 upon acceptance of final report.

Applications will be reviewed and scored by a staff committee and recommendations made to Council following review.

All applications are due to Grants@JohnsCreekGa.gov or the office of the City Clerk at 12000 Findley Road, Suite 400, Johns Creek, GA 30097 by 5:00 p.m. on July 29, 2011.

All grants will be subject to audit and reporting procedures.