

# Application for Funding – Nonprofit Partner Delray Beach Community Redevelopment Agency INSTRUCTIONS

Organizations interested in applying for support from the Delray Beach Community Redevelopment Agency (CRA) are strongly encouraged to review the A-GUIDE: *Achieving Goals Using Impact Driven Evaluation*, to confirm eligibility and obtain complete guidelines. The A-GUIDE, application, and related forms are available online at [www.delraycra.org](http://www.delraycra.org).

## IMPORTANT DATES, Fiscal Year 2019-20 Funding Cycle

- |                         |  |
|-------------------------|--|
| • March 12, 2019        | Application Available on-line                                      |
| • May 1, 2019           | Applications due to CRA  |
| • May 2 – May 10, 2019  | Feedback to applicants; opportunity to provide missing information |
| • May 13 – June 3, 2019 | Funding Evaluation Committee review of applications                |
| • July 9, 2019 &        | Applicant presentations to CRA Board                               |
| • September 2019        | Funding decisions by CRA Board                                     |

*\*\*The CRA has the right to adjust the dated as necessary. All applicants would be notified of nay change.*

## GENERAL INSTRUCTIONS

Your application must be completed using the Word format provided by the CRA. The Application form uses the Palatino Linotype, 11 point font. Maintain this font and *single spacing* for your responses.

### Before you begin to fill in the application:

- Read all of these application instructions carefully
- Re-name the file using the following format: Application, Name of Organization, Due date.doc
- Fill in your organization name and the due date in the Footer
- If you are requesting support for more than one project or program, copy-and-insert **Section II, PROJECT/PROGRAM INFORMATION**, items 20 – 36, directly below the existing Section II for each project/program. *If requested funding is not linked to a specific named project or program within the organization but rather to an organization-wide activity, administrative function, or other component it must still correlate with a “Key Activity” on the organization’s Logic Model. A project/program “title” should be assigned to identify it, and it should be considered Project/Program A.*

Enter all responses in the spaces provided. (Instructions for specific items follow.) Enter a response or “Not Applicable” for each item; do not leave any blanks.

Limit your narrative responses to the stated number of words. It is not necessary to use the maximum number of words – respond to each item as succinctly as possible to get your points across. (Use the Word Count feature in Word to check the exact number.)

You may find it helpful to draft your responses on a separate sheet and then copy-and-paste into the application form.

## INDIVIDUAL APPLICATION ITEMS

### Section I. ORGANIZATION INFORMATION

- 1 **Organization legal name:** as shown on the 501(c)(3) letter and dba (doing business as), if applicable
- 2 **Address:** physical location of main organization office
- 3 **Telephone:** telephone number, including area code, for main organization office
- 4 **Website:** organization website address
- 5 **Mission Statement:** Board-approved mission statement
- 6 **Executive Leader:** name of Executive Director or Chief Executive Officer
- 7 **Title:** of Application Contact, if applicable
- 8 **Contact Telephone:** phone number for Application Contact, if applicable
- 9 **Email:** e-mail address for Application Contact, if applicable
- 10 **Year Established, Organization History and Growth (maximum 1,000 words):** brief overall history and key events that speak to your organization's strengths and qualifications, especially as they pertain to the proposed services for which you are requesting CRA support; include negative events or challenges you have overcome if you think doing so will strengthen your case
- 11 **Board Roles Responsibilities (maximum 500 words):** key Board roles and responsibilities, frequency of meetings, committee structure, etc.; *also attach list of Board officers and members including brief bio for each (maximum 250 words each) and policy, if applicable*
- 12 **Policy on Board Contributions (maximum 250 words):** formal or informal policy on Board member contributions; attach policy if applicable
- 13 **For current fiscal year, number of Board members contributing cash donations, donations raised from others, volunteer hours, in-kind donations:** the unduplicated number of Board members only that have contributed in each category during the current fiscal year
- 14 **For current fiscal year, amount/value of Board member contributions of cash, donations raised from others, volunteer hours, in-kind donations:** the total dollar value for each category of contributions by Board members represented in item #17

### Section II. PROJECT/PROGRAM INFORMATION

If you are requesting CRA support for more than one project or program, copy-and-insert **Section II, PROJECT/PROGRAM INFORMATION**, items 20 – 29, directly below the existing section for Project/Program B and C, and respond to each item.

- 15 **Project/Program Title:** specific project or program within the organization or organization-wide activity, administrative function, or other component; must correlate with a “Key Activity” on the Logic Model and be assigned a title; the first is Project/Program A, then B.
- 16 **Prior CRA Funding for Same Project/Program (Yes/No):** has your organization received previous CRA funding for the same type of project or program?
- 17 **Time Period:** indicate the fiscal year(s) if organization has received prior CRA funding
- 18 **Delray CRA Overall Need Addressed:** “Economic/Business Development” OR “Affordable Housing” OR “Recreation & Cultural Facilities” as defined in the CRA Plan and the A-GUIDE Funding Framework
- 19 **New or Existing Project/Program**
- 20 **If Existing Project/Program, Year Established**
- 21 **Key Staff and Qualifications (maximum 500 words):** staff directly responsible for implementing, managing, and evaluating the project/program and brief summary of their relevant credentials and experience
- 22 **Potential Challenges and Strategies to Address Them (maximum 500 words)**

### **Section III. FINANCIAL INFORMATION**

- 23 **Total Organization Budget:** enter three Total Organization Budget amounts -
  - Final *audited* Total Organization budget for the previous Fiscal Year
  - Board-approved Total Organization Budget for the current Fiscal Year; most recent figure if the budget has been revised during the year
  - Proposed Total Organization Budget for the fiscal year for which the request is being submitted; if the request is made for the current Fiscal Year, enter that amount again
- 24 **Project/Program Budget:** *total* budget amount for one or multiple projects or programs included in this CRA application; should equal the “Total Expenses Project A + B ” shown on the CRA Combined Budget, Attachment J) – refer to separate budget instructions
- 25 **Amount Requested:** of the total Project/Program Budget (A + B ), dollar amount of request to CRA - should equal the CRA request amount in the CRA Combined Budget (Attachment J) - refer to separate budget instructions

- 26 **Percent of Organization Budget:** percent of Amount Requested of the *Total Organization Budget* (not the Total Project/Program Budget); this amount may not exceed 25%
- 27 **Project/Program Time Period:** Fiscal Year or specific time frame within Fiscal Year in which proposed project/program will be implemented
- 28 **Type(s) of Support Requested:** One or more types of support as defined in the A-GUIDE
- 29 **Other Support/Status and Plans for Sustainability (maximum 500 words):** planned and committed financial support including status of funds requested but not confirmed, as well as other factors expected to assure sustainability of the program; for time-limited projects, mix of funding and other support expected to make it possible to complete the project within the anticipated time frame

**Section IV. APPLICATION CHECKLIST**

- A. Cover Letter signed by Board President/Chair - stating: (1) the application package was endorsed by a majority vote of the board; include the date of the meeting in which the vote was taken and the vote (e.g., 5-2, 7-0); (2) the board understands that the CRA funding is to be utilized in conjunction with programs and operations that are consistent with the CRA’s mission, and (3) board members are committed to assisting the organization in working to achieve the measurable outcomes identified in the funding application. *If the Board meeting schedule precludes a review/vote prior to submitting the application, indicate in the letter the date that meeting will take place and send the full commitment letter before the CRA Board presentation*
- B. 501(c)(3) Letter
- C. Board of Directors/Officers list
- D. Policy on Board roles & responsibilities, if applicable
- E. Policy on Board contributions, if applicable
- F. Strategic Plan or other long term planning document
- G. Policy on strategic/long term planning, if applicable
- H. Logic Model – *refer to separate instructions*
- I. Goals and Outcomes Reports
- J. Evaluation Plan - *refer to separate instructions*
- K. CRA Project/Program Budget Request - *refer to separate instructions*
- L. CRA Project/Program Budget Narrative - *refer to separate instructions*
- M. Financial Statement – current fiscal year-to-date through April
- N. Most recent Form 990
- O. Most recent Independent Financial Audit/Review/Compilation Report According to your organization’s bylaws. Please attach.
- P. Current Balance Sheet – As of 5/30/18 or more recent.

***\*\*The CRA has the right to determine what documents included on the list are n/a and request any additional information as necessary.***

The checklist is provided to assure that the application is complete. Applicants will be advised of missing components and given a time-limited opportunity to add them. If the time frame passes and missing components are not provided, incomplete applications will not be given further consideration.

- Enter ✓(provided), X (not provided), or NA (not applicable) for each item on the checklist
- Enter titles and/or dates as requested for various documents

## **Section V. CERTIFICATION STATEMENT AND SIGNATURE**

The name and title of the chief executive of the organization must be typed in and he or she must sign and date the certification statement in blue ink.

### **ASSEMBLING THE APPLICATION**

Print the original document and mark it "ORIGINAL" at the top of the first page. Assemble the complete application document in the following order:

#### **Cover Letter**

#### **1. Application for Funding**

#### **2. Organization Information:**

- 501(c)(3) Letter
- Board of Directors list
- Policy on Board roles & responsibilities, if applicable
- Policy on Board contributions, if applicable
- Strategic Plan or other long term planning document
- Policy on strategic/long term planning, if applicable

#### **3. Project/Program Documents:**

- Logic Model
- Goals and Outcomes Report
- Evaluation Plan

#### **4. Financial Information:**

- CRA Project/Program Budget Request
- CRA Project/Program Budget Narrative
- Most recent Financial Statement
- Most recent Form 990

- Most recent Independent Financial Audit/Review/Compilation according to your organization's bylaws

#### **5. Affiliation Agreements, if applicable**

Make Five (5) copies of the complete document, including the cover letter and all attachments. (Printing on three-hole-punch paper will preclude having to punch holes in all of the sheets.) Do not staple any of the pages together.

Place the original and each of the four copies in a three-ring loose-leaf binder. Place the cover letter on top and enter the remaining pages in order as instructed above behind the following five tabs:

- 1. Application Form**
- 2. Organization Information**
- 3. Project/Program Documents**
- 4. Financial Information**
- 5. Affiliation Agreements**

Save your completed Application for Funding and CRA Combined Budget, including Project/Program Budget Narrative(s) as .pdf files. Copy these files *and all other application attachments* onto a flash drive. It is *NOT* necessary to convert all other attachments to .pdf files if they are not already saved in that format.

Label the flash drive with your organization name and the submission due date.

### **SUBMISSION OF THE APPLICATION**

Place the original application, Four copies, and the flash drive in a sealed box and deliver to the CRA office at the following address by hand, US mail, or courier service. Proof of delivery is recommended.

ATTENTION: Krista Walker, Contract Manager  
Delray Beach Community Redevelopment Agency  
20 North Swinton Avenue  
Delray Beach, FL 33444  
561-276-8640

The application package must be received at the CRA office on the due date. *Late applications will not be accepted.* Applications will not be accepted by fax or email.

### **QUESTIONS / TECHNICAL ASSISTANCE**

You may submit questions by e-mail to [WalkerK@mydelraybeach.com](mailto:WalkerK@mydelraybeach.com) until two weeks before the application deadline. You will receive a response within two business days and answers relevant to all applicants will be posted on the CRA website, [www.delraycra.org](http://www.delraycra.org).