A-G.U.I.D.E.
Nonprofit Partner Application for Funding
INSTRUCTIONS

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

IMPORTANT DATES

Fiscal Year 2023-2024 Funding Cycle

May 1, 2023	Application available online
August 17, 2023	**Application deadline extended** (ONLINE SUBMISSIONS ONLY)
August/September 2023	Staff technical review of applications
August/September 2023	Evaluation Committee review of applications
TBD	Applicant organization presentations to CRA Board (Workshop)
TBD	Funding decisions by CRA Board

****The CRA has the right to adjust the dates as necessary. All applicants would be notified of any change.*

GENERAL INSTRUCTIONS

Application and related forms and detailed instructions will be available on the CRA website at **https://delraycra.org/A.-G.U.I.D.E./**.

As of 2023, all A.-G.U.I.D.E. Funding Application will be completely electronic. Applications will only be accepted **online** from the opening of the funding cycle until the due date and time. **Link: FY2023-2024 A.-G.U.I.D.E. Online Application Form**.

CRA staff will conduct a preliminary review of each application. Your application and related forms must be completed using the format provided by the CRA. If using the Word Application to create PDF files for uploading, use the Palatino Linotype, 11-point font. Maintain this font and *single spacing* for your responses, if using the Word Application.

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 (if using Microsoft Word Format)
- Fill in your organization name and the due date in the Footer (if using Microsoft Word Format)

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 or B, accordingly.

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 point 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; include dba name (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 **Fax:** organization fax number, including area code

5 **Website:** organization website address

6 **Executive Leader:** name of Executive Director or Chief Executive Officer

7 **Application Contact:** name of person to contact for questions regarding application

8 **Title:** of Application Contact, if applicable

9 **Contact Telephone:** phone number for Application Contact, if applicable

10 **Email:** e-mail address for Application Contact, if applicable

11 **Mission Statement:** Board-approved mission statement

12 **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.

13 **Policy on Board Contributions (maximum 250 words):** formal or informal policy on Board member contributions; attach policy if applicable.

14 **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

15 **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 #14

16 **Oversight/Accreditation/Affiliation**

SECTION II. PROJECT/PROGRAM INFORMATION

Program A

17 **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.

18 **New or Existing Project/Program (select Yes or No)**

19 **If Existing Project/Program, Year Established**

20 **Prior CRA Funding for Same Project/Program (select Yes or No):** has your organization received previous CRA funding for the same type of project or program?

21 **Time Period:** indicate the fiscal year(s) if organization has received prior CRA funding for the same project/program.

22 **Project/Program Description (if previously funded for the same project/program, also include BRIEF summary of key accomplishments):** provide a description of the project/program for which CRA funding is being requested.

23 **(NEW) New Project/Program Elements:** summarize new programmatic elements, if applicable.

24 **(NEW) CRA Overall Need:** select the overall need being addressed through Program A - select program's alignment to an Overall Need – "Economic/Business Development" OR "Affordable Housing" OR "Recreation & Cultural Facilities" as defined in the CRA Plan and the A-GUIDE Funding Framework.

25 **(NEW)** Description of how programs and activities (for Program A) align with the selected Overall Need and how they meet the goals and objectives of the CRA Redevelopment Plan.

Program B, if applicable

26 **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.

27 **New or Existing Project/Program (select Yes or No)**

28 **If Existing Project/Program, Year Established**

29 **Prior CRA Funding for Same Project/Program (Yes/No):** has your organization received previous CRA funding for the same type of project or program?

30 **Time Period:** indicate the fiscal year(s) if organization has received prior CRA funding for the same project/program.

31 **Project/Program Description (if previously funded for the same project/program, also include BRIEF summary of key accomplishments):** provide a description of the project/program for which CRA funding is being requested.

32 **(NEW) New Project/Program Elements:** summarize new programmatic elements, if applicable.

33 **(NEW) CRA Overall Need:** select the overall need being addressed through Program B - select program's alignment to an Overall Need – "Economic/Business Development" OR "Affordable Housing" OR "Recreation & Cultural Facilities" as defined in the CRA Plan and the A-GUIDE Funding Framework.

34 **(NEW)** Description of how programs and activities (for Program B) align with the selected Overall Need and how they meet the goals and objectives of the CRA Redevelopment Plan.

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35 **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.

36 **Potential Challenges and Strategies to Address Them (maximum 500 words)**

Section III. FINANCIAL INFORMATION

Enter budget amounts for the ORGANIZATION:

37 **Total Organization Budget for Previous FY 2021-2022:** Final audited Total Organization budget for the previous Fiscal Year.

38 **Total Organization Budget for Current FY 2022-2023:** Board-approved Total Organization Budget for the current Fiscal Year; most recent figure if the budget has been revised during the year.

39 **Total Organization Budget for Proposed 2023-2024:** 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.

Enter budget amounts for the PROJECT/PROGRAM:

Program A:
40 **Project/Program A Budget:** total budget amount for the project/program included in this CRA application.

41 **Amount Requested**

42 **Project/Program A 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%.

Program B:
43 **Project/Program B Budget:** total budget amount for the project/program included in this CRA application.

44 **Amount Requested**

45 **Project/Program B 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%.

46 **Total funding being requested from the CRA:** total Project/Program Budget for A + B being requested from the CRA; total should match the Budget Form (Attachment J); refer to separate budget instructions.

47 **Total Percent of Organization Budget:** percent of the total Amount Requested of the *Total Organization (item #42 plus #45);* this amount may not exceed 25%.

48 **Type(s) of Support Requested:**   select one or more types of support as defined in the A-GUIDE Guidelines.

49 **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. Application for Funding
B. 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*
C. 501(c)(3) Letter
D. Board of Directors/Officers list
E. Policy on Board contributions, if applicable
F. Strategic Plan or other long-term planning document
G. Logic Model – *refer to separate instructions*
H. Evaluation Plan - *refer to separate instructions*
I. Combined Budget Form for Organization and Project/Program - *refer to separate instructions*
J. Most recent Financial Statements – current fiscal year-to-date through 6/30/2023
K. Most recent Form 990 (for period ending 9/30/2022)
L. Most recent Independent Financial Audit/Review/Compilation Report According to organization's bylaws (for most recently completed fiscal year - period ending 9/30/2022)
M. Current Balance Sheet – As of 6/30/2023 or more recent.
N. Affiliation Agreements, if applicable

***The CRA has the right to determine what documents included on the list are not applicable and may 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.

- Select the attachments that are uploaded with the Application. Leave unchecked if not provided.
- Please follow the dates 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.

SUBMISSION OF THE APPLICATION

All applications must be submitted online at https://form.jotform.com/230174816118150 on or before the submission deadline **(Thursday, August 17, 2023).** *Late applications will not be accepted.* Applications will not be accepted by fax or email.

FY2023-2024 A.-G.U.I.D.E. Online Application Form

QUESTIONS / TECHNICAL ASSISTANCE

You may submit questions by e-mail to CalihanV@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.