



**CITY OF HARDEEVILLE
FY 19 CITY COUNCIL DISCRETIONARY GRANT APPLICATION PACKAGE**

This application package has been developed by the City of Hardeeville Finance Department in order to facilitate requests for funding from the City of Hardeeville’s City Council Discretionary Fund. This application package is available online at the City of Hardeeville’s website.

The Applicant should fill out the forms completely and provide all of the accompanying information as outlined in the forms for Attachment A and Exhibits A and B. An applicant is required to submit Pro Formas or audited financial statements for three (3) years prior to the current request. In the event that an audit has not been completed for the most recent fiscal year, the Applicant may submit unaudited information for that year with this application package. *Any approved grants will be made contingent upon the organization providing a complete financial report within 120 days of the end of its fiscal year.*

Acceptance of this application does not imply approval of the Grant.

Provide an itemized budget with the application. Appropriations will be reconciled by line; as proposed in the budget. Please see the table below for a sample reconciliation.

Purpose	Requested \$	Approved \$	Expended \$	Reimbursement due \$
Transportation	750.00	750.00	700.00	50.00
Promotion	2,500.00	2,500.00	3,200.00	0.00
Housing Initiative	5,200.00	5,200.00	4,550.00	650.00
Total	8,450.00	8,450.00	8,450.00	700.00

All funds unspent as allocated shall upon demand be refunded to the City.

CHECK LIST:

Each application for funding submitted to the City of Hardeeville must include the following items:

- **A Cover Letter** from the individual or authorized representative of the agency applying for funding. The cover letter should include the following items:
 - (1) a description of the project or program for which funding is requested;
 - (2) the amount of funding requested;
 - (3) a clear statement of the ultimate goal or the benefit to the public intended by the project, along with the Applicant’s assessment of the probability that the public interest will ultimately be served and to what degree;
 - (4) identification of the project’s or program’s primary beneficiaries;
- **Completed Application and Exhibits A and B,**
- **Attachment A,** copy of the Agency’s audited financial statement or Pro Formas.
- **Other exhibits**—attach any other pertinent information about your program or project.

APPLICATION DEADLINE: MONDAY, APRIL 16, 2018 by 5:00PM

Provide two (2) unbound and one (1) electronic copy to:

City of Hardeeville, SC
Attn. Niema Gantt, Finance Director
PO Box 609
Hardeeville, SC 29927
(843) 784-2231 (Office)
(843) 784-7754 (Fax)
ngantt@hardeevillesc.gov

CATEGORIZING INFORMATION

The information requested in this section will aid us in categorizing your application and help us to document compliance with statutes and agreements governing the expenditure of funds in the event that you receive a grant award.

1. How long has this organization been in existence? _____
 Is this organization currently registered as a private, charitable, non-profit corporation with the IRS? ___ yes, ___ no _____ Federal EIN
 Is this organization currently registered as a private, charitable, non-profit corporation with the Secretary of State of South Carolina? ___ yes, ___ no _____ Charity ID
2. Provide copies of the following documents for the City's file:
 - Articles of Incorporation,
 - Secretary of State's Certificate of Incorporation and Certificate of Existence,
 - IRS determination letter.
3. The following pages outline certain attachments that must be completed in order for the application to be considered.

The following example is provided to demonstrate the description of what we need for Attachment A, the Budget of Project Expenditures.

Budget of Project Expenditures

SAMPLE

EXPENDITURES BY TYPE	TOTAL FUNDS NEEDED	CITY GRANT FUND REQUEST
Labor expenses	80,000	12,000
Insurance	5,000	750
Meals / food provided	22,000	3,300
Water	1,000	150
Sewage	1,400	210
Gas	750	100
Electric	5,500	775
Transportation	3,000	450
Promotion	10,000	1500
Radio Advertising	3,000	450
Billboard Advertising	5,000	750
Media Expenses	2,500	375
Supplies – Operating	4,000	600
Equipment Expenses - Office	3,600	540
Equipment Expenses - Operations	5,000	750
TOTAL EXPENDITURES	151,750	22,700

ATTACHMENT A. ORGANIZATION'S AUDITED FINANCIAL STATEMENTS FOR THE PREVIOUS THREE (3) YEARS OR UNAUDITED FINANCIALS IF AN AUDIT HAS NOT BEEN PERFORMED.

**TEXT OF CITY COUNCIL RESOLUTION OF FEBRUARY 3, 2011
REGARDING REQUESTS FOR FINANCIAL ASSISTANCE**

A RESOLUTION TO ESTABLISH A POLICY ON FINANCIAL ASSISTANCE FOR ALL ORGANIZATIONS IN THE CITY OF HARDEEVILLE.

WHEREAS, organizations, both charitable and for profit, petition the Council to appropriate public money for donation to their purpose; and

WHEREAS, City Council finds that this use of the public funds must be for a public and corporate purpose, as distinguished from a private purpose; and

WHEREAS, a public purpose has for its objective the promotion of the public health, morals, general welfare, security, prosperity, and contentment of all the inhabitants or residents within a given political division; and

WHEREAS, City Council desires a uniform policy and procedure for requests for financial assistance from all City funding sources other than the Council Discretionary Fund, which has its own Council adopted policy.

NOW THEREFORE IT IS RESOLVED that individuals or organizations seeking financial assistance from public funds must first contact the Budget Department and submit *pro formas* or financial statements for three years prior to the current request;

AND IT IS FURTHER RESOLVED petitioners should submit their request to this Body factual information as to the ultimate goal or benefit to the public intended by the project; whether public or private parties will be the primary beneficiaries; speculative nature of the project and the probability that the public interest will be ultimately served and to what degree.

By my signature, I hereby certify that I am the Applicant or the duly authorized Representative of the Organization empowered to make and deliver this application for funding from the City of Hardeeville. All information provided in this application and its attachments is true and correct to the best of my knowledge and belief. I understand that the provision of false information herein may invalidate the application, or in the event the grant is approved, may result in the revocation of any approved funding and the demand for repayment of any amounts already advanced to the Applicant.

Signature: _____

Title: _____

Date: _____