



CITY OF EUSTIS Organization & Event Support Grant Information & Application Submittal Checklist

Eligible Events	Eligible Organizations
<ol style="list-style-type: none"> 1. The event sponsor must be a 501(c)(3) corporation. 2. The event must be open to and provide a benefit to all citizens of Eustis in addition to attracting a substantial number of visitors. 3. The event must contribute to the economic vitality of the community. 4. The event sponsor must provide a financial statement and full accounting of the (a) total event funds and expenditures and (b) use of the grant funds. 	<ol style="list-style-type: none"> 1. The organization must be a 501(c)(3) corporation. 2. The organization must provide a service that improves the quality of life for a majority of the citizens of Eustis. 3. The organization must provide a financial statement and a full accounting of the use of the grant funds.

Minimum Application Submittal Requirements

Incomplete applications will NOT be eligible for funding.

- _____ Fully Completed and Signed Application Form
- _____ Copy of Florida Corporation Documents
- _____ Copy of 501(c)(3) Tax-Exempt Status
- _____ Financial Statement for the Organization's Prior Year
- _____ Line Item Budget Detailing Proposed Use of Grant Funds if Awarded
- _____ Any Other Documents You Want to be Considered as Part of this Application

Ineligible Expenditures	Ineligible Events	Ineligible Organizations
<ol style="list-style-type: none"> 1. Loans, debt financing or debt retirement 2. Capital improvements, acquisitions, and restorations (facilities and equipment) 3. Ongoing staff positions 4. Endowments 	<ol style="list-style-type: none"> 1. Events sponsored by for profit organizations 2. Events or projects closed to the general public 3. Fundraising events and sponsorships 4. Parties, receptions and other social activities 5. Religious ceremonies or events 	<ol style="list-style-type: none"> 1. Political organizations or campaigns 2. Fraternal organizations, societies, or orders [501(c)(4) designations]

Grant Review and Award Process

1. Approximately one week before the opening of the application submittal period, staff will distribute information via various forms of media to notify previous grantees and other interested parties that the City will accept applications for support grants that meet the above-listed criteria.
2. Applications will be accepted between May 1, 2018 at 8:00 a.m. and May 31, 2018 at 5:00 p.m.
3. Staff will review applications based on the following metrics and make recommendations to the City Commission at the July budget workshop:

Project Purpose (up to 30 points): Encourages celebrations of community and cultural opportunities (events), or provides a community service that benefits the community as a whole.

- a. Objectives clearly presented
- b. Commitment to improvement

Longevity (up to 15 points):

- a. Years in existence
- b. Improvement of organization
- c. Number of years the project or event has been in existence

Leveraging of funds (up to 10 points): Use of non-City funds and percentage.

Community-wide benefit (up to 10 points):

- a. Marketing to the entire community
- b. Promotion of diversity/ethnicity

Collaboration (up to 5 points): Involvement with various community entities

In-Kind Services (not seeking any = 10 points): Number and estimated cost of requested in-kind services

4. The City Commission will determine levels of funding for applicants and those funding requests will be included in the annual budget approval at City Commission Meetings in September.



City of Eustis
Event and Organization Support Grant Application
 Finance Department
 P.O. Drawer 68 (10 N. Grove Street)
 Eustis, FL 32726
 Phone: (352) 483-5440

Office Use Only		
Received:		
Date	Time	By
Application Complete:		
Yes	No	By

Requesting Organization (Applicant) Information

Organization Name		Name of Event (if applicable)	
Business Address (Physical Location) including suite number if applicable			
Mailing Address (if different from physical location)		City	State Zip Code
Business Telephone Number		Email Address	
Primary Contact Person's Name		Primary Contact Person's Preferred Contact (Telephone/Email)	
Organization Establishment Date		Event Establishment Date	

Funding Request

Type of Funding Requested:	Event	Organization
Purpose of Funding (Generally; Space for full description on Page 2)		Funding Amount
Leveraging of Funds (Amount/Percentage of Funds In Addition to City Grant)	Collaboration with Community Entities/Organizations	
	Yes	No
Funding Previously Received By the City of Eustis		
Amount(s):	Year(s):	Purpose:

In Kind Services Requested (if any): Check Applicable Boxes and Provide Detailed Description of Request

Trash Pickup \$85/Hr Trash Containers \$10/Day/Each Barricades \$10 Each/Day Police Officer \$35 Each/Hr/ 3 Hr Minimum Custodial (Restroom Cleaning) \$30/Hr Fire Inspection Fee (if needed) \$35/Hr Use of City Park/Rental Facility \$ _____ Other _____ \$ _____	Estimated Total Cost of In-Kind Services \$
	Description of Services Requested (i.e. number/type/hours, etc.):

Events	Organizations
Anticipated Attendance – Visitors	Services Provided
Anticipated Attendance – Eustis Residents	Number of Persons Served
Anticipated Economic Impact	Number of Eustis Residents Served
Description of Requesting Organization and/or Mission Statement	

Signature of Authorized Representative of Organization _____ Date _____

Print Name _____ Title _____

Did You Remember to Attach?

- Copy of Florida Corporation Documents
- Copy of 501(c)(3) Tax-Exempt Status
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- Any Other Documents You Want to be Considered as Part of this Application