



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

Eligible Events	Eligible Organizations
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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 grant funds.

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.

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

Ineligible Expenditures	Ineligible Events	Ineligible Organizations
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- Loans, debt financing or debt retirement
- Capital improvements, acquisitions, and restorations (facilities and equipment)
- Ongoing staff positions
- Endowments

- Events sponsored by for profit organizations
- Events or projects closed to the general public
- Fundraising events and sponsorships
- Religious ceremonies or events

- Parties, receptions and other social activities
- Political organizations or campaigns, Fraternal organizations, societies, or orders [501(c)(4) designations]



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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 until May 31, 2019 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 10 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.