



Office use only.

CITY OF AVON LAKE RECREATION DEPARTMENT GRANT PROGRAM

Grant Application Form

ALL SECTIONS MUST BE COMPLETED!

Completed grant applications are required to be submitted to the Recreation Department Office (150 Avon Belden Road) by 4:30 pm on October 31st to be considered for the following calendar year.

APPLICANT INFORMATION

Name of Organization:

Type of Organization:

Federal Tax Identification Number (FIN):

Mailing Address:

Organization Contact(s) & Title(s):

Contact Phone/Email: () - / @

TYPE OF GRANT

Please indicate the type of grant(s) you are applying for:

☐ **In-kind Grant**

In-kind Grants do not include the direct awarding of money, but may consist of such things as the use of Municipal property at reduced or no cost, the waiver of permit fees, the direct or indirect support of Municipal staff, the loan of equipment and/or material, and the waiver of required insurance coverage. Before being awarded, In-kind Grants must be approved by all affected City Departments. It is possible that an In-kind Grant may be combined with a monetary grant from one of the categories below. **As a condition of obtaining an In-kind grant, the recipient may be required to provide evidence of insurance satisfactory to the Director of Finance of the City of Avon Lake.**

☐ **Sports Affiliate Grant**

Sports Affiliate Grants are intended for organizations, clubs, groups, and other similar entities that provide sports-based recreational opportunities to Avon Lake residents. While up to 75% of the total amount of the City's annual financial commitment to the Grant Program is budgeted for this type of grant, award amounts will be based upon the number of applicants and the specific requests of the applicants.

☐ **Recreational Start-up Grant**

Start-up Grants are intended for organizations, clubs, groups, and other similar entities that are initiating recreational programming opportunities for Avon Lake residents. While up to 20% of the total amount of the City's financial commitment to the Grant Program is budgeted for this type of grant, award amounts will be based upon the number of applicants and the specific requests of the applicants.

☐ **Mini Grant**

Mini Grants are one-time grants that are intended for organizations, clubs, groups, and other similar entities for the development, maintenance, and/or perpetuation of on-going programs and projects that are consistent with the mission of the Recreation Department. **A Mini-grant cannot exceed \$500.00.**

PROGRAM DESCRIPTION

Please give a very short overview of your organization:

Please state the purpose/program for which you are requesting a grant:

Does your organization use City property? (check one): ☐ Y ☐ N

If yes, where?

Does the City of Avon Lake provide your organization with any in-kind support (ex: reduced or waived fees, staffing, venue preparation, loan of equipment, etc.)? (check one): ☐ Y ☐ N

If yes, please describe:

What is/are the date(s) of your program?

Number and age range of the participants that will benefit from this grant:

Are there objectives associated with this program? (check one): ☐ Y ☐ N

If yes, please list them below:

Please list the benefits of your program to the community:

GRANT AMOUNT

Amount requested: \$

Will you be asking for additional grant money from other sources? (check one): ___ Y ___ N

If so, please explain.

FINANCIALS

Please check one:

- ☐ We have attached our organization's financial statements from the last two years to allow the Parks & Recreation Commission to better understand our need for funding.
- ☐ As a start-up initiative, we have provided a projected budget for the upcoming year.

MEETING/ADDITIONAL INFORMATION

A representative from your organization will be required to attend a future meeting of the Parks & Recreation Commission (most likely in November). At that time, additional information may be requested, so please come prepared. The process of approval or denial of all grant requests requires several steps, and thus will require several weeks subsequent to this meeting. Applicants will be contacted as soon as a final decision is made. Those approved for a monetary grant may be required to wait an additional period of time for the actual delivery of the check.

Signature of representative of grant applicant:

Printed name: _____

Title: _____

Date: _____, 20____