



# The City of Riviera Beach Youth and Recreation Outside Agency Funding

## Background

During the FY2010 budget hearing, the City Council allocated monies for the City of Riviera Beach Youth and Recreation Outside Agency Funding in the amount of \$40,000 focused primarily on youth and recreational activities. This concept provides for submittal of applications in April. A City Council appointed committee will review all applications and make recommendations to the City Council in May. Funding will be provided to recipients in May for the FY09/10.

## Vision Statement

The City of Riviera Beach's vision statement is to be "The Best Water Front City In Which To Live, Work and Play." To that end, augmenting or expanding services and programs which impact the City's youth - its future leaders - is a key component of achieving the vision.

## Purpose

The purpose of the program is to leverage resources that address the unmet needs for the City's youth. As much as the City *would like to fund everyone's programs/activities, the reality is that the City cannot.* The City will not fund any program/activity that competes with any City/departmental programs/activities. An example would be: The City of Riviera Beach has a basketball program for which the Department charges a registration fee. The City would not fund another basketball program which is free of charge and directly competes with City programming. However, the City does not have a golf program; therefore funding this type of programming augments the programming for youth in the community. Another example is teenage pregnancy. This is a problem that affects our youth. A parenting program for youth is an example of a non-recreational youth program that could be supported with the City's funding.

## Funding Criteria

- Organizations with a 501(c)3 are preferred, but not required, to be considered for funding whose focus is on youth and/or recreational programs impacting youth ages 6--21
- There will be two categories of funding:
  - The City will fund up to 50% or-a maximum of \$2,500
  - A small funding category with a maximum of five hundred dollars (\$500.00) per request
- The funding may **NOT** be used for salaries
- The organizations must provide a financial report in August 2010, accounting for the use of the funds
- A report documenting the use of funds: population served and performance results must be submitted to the City by August 2010.
- Organizations must agree to an organizational performance site visit.
- Organizations that have established programs and need advanced funds will be considered on a case-by-case basis.

**Any organization who fails to adhere to any of the above criteria will not be eligible for future funding.**



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### Process/Timeline

The program will follow the schedule below:

- Advertise for the receipt of proposals (to the City Clerk's office) March 9, 2010
- Included in the advertisement will be to dates for technical assistance for prospective applicants
- Orientation meeting for review board members February 25, 2010
- **MANDATORY** Technical Assistance Workshop for applicants March 18, 2010 or March 25, 2010
- Application due to City Clerk's Office April 9, 2010
- Staff review of funding request and sorting based on application completeness. April 14, 2010
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- Review committee recommendation to the City Council April 26, - 2010
- City Council approval of funding- CC meeting May 5, 2010
- Signing of Contracts by agencies/City May 10 - 14 2010
- Funding Disbursement (Receipts, Invoices, Other Documentation) May 24 - May 28, 2010
- Agency Performance Review by staff/committee members TBD
- Final Report due from agencies which received funding September 1, 2010

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Type of Funding Request

Small Program Request  
\$500 or less

Large Program (up to 50% maximum \$2500.00 (no salary))

Requested Amount: \$ \_\_\_\_\_

Legal Name of Organization \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact **Person**: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address (**mandatory**) \_\_\_\_\_

Program/Activity Name: \_\_\_\_\_

***INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED FOR FUNDING***

Seven (7) copies (1 original and 6 copies) of the completed and signed applications and all supporting documentation must be submitted to the Office of the City Clerk by the deadline specified to be eligible for funding.

The applicant hereby certifies that the following documents, which are required for consideration of this application packet are complete and accurate, and in the following order.

- Completed **and signed** Organization form-
- A list of current board members and organization mission statement
- An organization history and prior year's funding history
- Organization's annual budget
- An organizational chart showing paid and unpaid positions and chain of command
- Copy of the applicant's current IRS determination letter or letter of non-profit status (If Applicable)
- Letters of support for this program and/or activity for which is being applied.

\_\_\_\_\_  
Signature of Authorizing Official (Board Chair)

\_\_\_\_\_  
Signature of Contact Person

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed Name



## The City of Riviera Beach Youth and Recreation Outside Agency Funding

Organization's Name:		Executive Director:	
Street:		City/ST/Zip:	
Contact:		Phone:	
2009-10 Funding Request:		FAX No:	
Email Address:			

Salaries and names of two highest paid employees.		
Employee Name	Employee Title	Annual Salary

Brief statement of what your organization hopes to achieve with the funds requested, and identify and describe specific program(s) that will be funded with the City's funds.

How many people in Riviera Beach will be served / benefited by this program(s)?

How many total people in the surrounding areas will be served / benefited by this program(s)?

**List other funding sources that are anticipated in the coming year for your organization (i.e., private donations, United Way, other municipalities, county, state government, federal government, etc.) and amounts they contributed last year. Identify specific program(s) that are to be funded by each organization in the coming year as well as program(s) each organization funded last year.**

Funding Source	\$ Amount	Funded Program 2008/09	Requested Funding Program 2009/10

Will our funding be used as the matching local source to obtain other federal/state grants?

YES		NO		If YES, list grants and local match needed.
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Grant	Local Match	Grant	Local Match
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

Organization's total budget last year		<b>Number of persons employed</b>		
<b>Organization's proposed budget</b>		Number of persons you will employ		
Did you receive City of Riviera Beach funding last year?	<b>YES</b>		<b>NO</b>	



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## LINE ITEM BUDGET TEMPLATE

Operating Expenses for the Project	Matching Funds	Grant Request
Includes:		
Travel Expenses	\$	
Supplies	\$	
<b>Equipment</b>	\$	
Itemize each piece of equipment		
<b>Professional and Consultant Services</b>		
• Stipend for helpers		
<b>Utilities</b>	\$	
Telephone		
Vehicle Rentals		
Gas & Oil		
<b>TOTAL</b>	<b>\$</b>	



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## BUDGET NARRATIVE

The budget narrative expands on line items, explaining how you arrived at dollar amounts and giving enough detail to tie the costs to the project's activities and goals already described. When costs seem unusually high or low, the budget narrative can provide the needed explanation. As with the entire proposal, budget narratives should be clear and forthright. Each organizations request will include a line item budget and a budget narrative.

### SAMPLE BUDGET NARRATIVE

#### Lodging

We will all require lodging for one night for each workshop. This budget assumes we will get conference rates through the Youth Basketball Camp, and that the rate in Miami will be slightly higher than in Orlando.

#### Food

This budget allows for hotel catering for all meals. We will require lunch and dinner on the first day of each workshop, and breakfast the second day, we will also need snacks, coffee and tea, and it would be nice to have pre-dinner reception as well. In consultation with camp staff we have budgeted \$125.00 per person for each meal.

#### Meeting Rooms (AAR Rates)

- \$55 per 2.5-hour block X 4 per workshop = \$220
- \$25 Room Set Change Fee for other than theater set X 2 per workshop= \$50

#### Stipends

- Consultants will receive \$300.00 for each workshop. The stipend for them is based on their expertise on teaching institutions of higher education and their experience with running coaching sessions.
- Each participant will help with planning and facilitating one of the sessions in one of the workshops, for which they will receive a stipend of \$250.00.