



APPLICATION DEADLINE
Friday, June 3, 2011
5:00 PM

CITY OF RIVIERA BEACH

YOUTH & RECREATION OUTSIDE AGENCY FUNDING PROGRAM

Background

The City Council appropriated funding for the Youth and Recreation Outside Agency Program (Outside Agency Funding) in the 2010-2011 budget. This is the 3rd year of funding for the program which is primarily focused toward organizations that provide youth and recreational activities. A committee appointed by the City Council will review all applications and make funding recommendations to the Council in July 2011. The City's Vision Statement is, "The Best Waterfront City in Which to Live, Work, & Play." A critical component in accomplishing that vision is the expansion of services and programs for the City's youth – our future leaders. The Youth & Recreation Outside Agency Funding Program is part of that component.

Purpose

The purpose of this program is to leverage resources that assist in further addressing needs of city youth ages 6 - 21. The City offers an impressive variety of youth programs. Outside Agency Funding seeks to supplement the City's offerings with additional youth programming/activities. Funding will not be awarded to programs that compete with/duplicate current city youth activities.

General Funding Criteria

- Organizations with active 501(c)3 certification are preferred. However, organizations that do not have a current 501(c)3 can be considered for funding
- Two Funding Categories
 - Small – Maximum of \$500 per request
 - Large – 50% of program cost up to a maximum of \$2500 per request
- Funding can not be used for salaries
- Funded organizations must agree to submit an Agency Financial Report that documents use of City of Riviera Beach Outside Agency Funding by November 30, 2011
- Funded organizations must agree to submit a Funded Agency Program Summary documenting population served and performance results by January 31, 2012

Note: Any organization that fails to adhere to the Funding Criteria will not be eligible for consideration of future funding.



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Process / Timeline

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<u>Date</u>	<u>Action Item</u>
May 4 th	City Council Appoints Review Committee 1. One appointee per City Council Member 2. One appointee from Parks & Recreation Administration 3. One appointee from a recognized non-profit group that would not be eligible to apply for this funding
May 5 th – June 3 rd	Application Period
May 17 th or May 20 th 6:30 PM	<u>Mandatory</u> Technical Assistance Workshop for applicants
June 6 th	Staff Review of applications received
June 8 th	Qualified applicants notified of presentation to Review Committee
June 14 th & June 16 th	Committee Presentations & Evaluation
June 21 st & June 23 rd	Additional Committee Presentations & Evaluation
July 6 th	Review Committee recommendations to City Council
July 7 th – 14 th	Contract Signing Period
July 22 nd	Funding Disbursement
November 30 th	Funded Agency Financial Report
January 31, 2012	Funded Agency Program Summary

Note: Applications will only be accepted from applicants who attend **one** of the **Technical Assistance Workshops**. Workshops will be held at Riviera Beach City Hall on May 17th and May 20th – beginning at 6:30 PM each session.



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APPLICATION COVER SHEET

Type of Funding Request: Small Program Large Program *(Check one)*

Requested Amount	\$
Organization Name	
Mailing Address	
City / ST / ZIP	
Contact Person	
Phone / Fax	
E-Mail Address <i>(mandatory)</i>	
Program / Activity Name	

In addition to the completed Application, the following must be included in order for the Application Package to be considered complete.

NOTE: Incomplete applications will not be considered for funding

- One (1) original and nine (9) copies of the completed and signed application must be submitted to the Riviera Beach City Clerk's Office by 5:00 PM, Friday, June 3, 2011
- Organization's Mission Statement
- A listing of current board members
- Organization History and Prior Year's Funding History
- Organization's Annual Budget
- Organization Chart indicating paid/unpaid positions and Chain of Command
- Copy of organization's current IRS Determination Letter or Letter of Non-profit Status (if applicable)
- 501(c)3 organizations – copy of most recent 990
- Three (3) Letters of Support for this program and/or activity for which funding is requested

Signatures

Authorizing Official / Board Chair

Contact Person

Print or Type Name:

Print or Type Name:

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APPLICATION

Organization's Name			
Street Address			
City / State / Zip			
Phone	()	Fax	()
Executive Director			
E-mail			
Phone	()	Fax	()
Contact Person			
E-mail			
Phone	()	Fax	()
Funding Request	\$		
Name / Title / Salary of two (2) highest paid employees			
Name	Title	Annual Salary	
Include brief statement describing what the organization expects to achieve through use of the requested funds. Describe the specific program/activity that will be supported with the requested funds.			
Number of Riviera Beach residents your program will serve			
Total number of people your program will serve			
List other funding sources for your program. Show amount you expect to receive in 2011 and amount you received in 2010.			
Funding Source	Funds received in 2010	Funds expected in 2011	



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APPLICATION (part 2)

Will your organization use the requested city funds as a source of Matching Funds for other grants?		_____Yes	_____No
If yes, list expected grant and match amount:			
Grant	Local Match	Grant	Local Match
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
Organization's Total 2010 Budget	\$	Total number of employees	
Organization's Proposed 2011 Budget	\$	Total number of employees	
Did your organization receive City of Riviera Beach funding for 2010?	_____Yes		
	_____No		
If yes, list amount received	\$		

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APPLICATION (Line Item Budget Template)

Project Operating Expense	Matching Funds	Grant Request
Includes:		
Travel Expenses	\$	\$
Supplies	\$	\$
Equipment: (itemize each piece of equipment)		
Professional and Consultant Services		
Stipend for Project Helpers		
Utilities		
Telephone		
Vehicle Rental		
Gas / Oil		
Other:		
TOTAL		