

# BENNETT GIVES BACK GRANT APPLICATION

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welcome neighbors.



## Town of Bennett Grant Program

### Grant Application

#### 2022 Grant Cycle

<b>Applications Available:</b>	<b>March 14, 2022</b>
<b>Applications Due:</b>	<b>May 16, 2022</b>
<b>Awards Announced:</b>	<b>June 15, 2022</b>
<b>Awards Ceremony:</b>	<b>June 28, 2022*</b>

*\*Date may change due to meeting schedules. Check website for updates.*

### **Program Information**

The Town of Bennett, through the Bennett Gives Back Grant (BGB Grant), may provide a grant up to 90% of the costs of a qualifying event, project, program or activity in an amount up to \$10,000 per organization per year from the Town's general fund. The purpose of the program is for eligible organizations and special districts to obtain additional resources to help supplement services or resources provided to the residents of Bennett. Awarded funds will be disbursed to applicant based on Board discretion and project limits.

### **2022 Grant Cycle**

The **2022 Grant Cycle** total funding allocation is \$40,000.

### **General Application Guidelines and Instructions**

- 1. Eligible Applicants:** Your agency and project must meet all of the following criteria and minimum qualifications to be eligible for grant funding:
  - i. Principle office address located in Town of Bennett,
  - ii. Bank Account registered to organization,
  - iii. Certificate of Good Standing with Secretary of State,
  - iv. Non-profit, Youth Association, or Special District.

*(Please contact the Grants Coordinator with the Town of Bennett at 303-644-3249 Ext 1021 if you have any questions or concerns regarding your eligibility.)*

- 2. Application Format:** Applicants must fully respond to Selection Criteria Narrative Questions (responses may not exceed 5 pages.)
- 3. Submission Information:** Applications must be RECEIVED by the Town of Bennett's Grants Program Administrator prior to 5:00 pm Monday, May 16, 2022.

**Applications must be mailed or delivered to the below address and received prior to deadline.**

Town of Bennett  
Attn: Danette Ruvalcaba  
207 Muegge Way  
Bennett CO 80102

**Selection Criteria Narrative Questions** (do not exceed 5 pages)

BENNETT GIVES BACK TOWN OF BENNETT GRANT PROGRAM		
APPLICANT INFORMATION		
Name:		
Current address:		
City:	State:	ZIP Code:
Phone:	Email:	Contact:
GRANT REQUESTED		
Name of Grant Project:		
Date of Grant Project:		
Location of Grant Project:		
Budget for Grant Project:		
Amount of Grant Funds Requested:	Percentage of Funding:	
Explanation of Remaining Project Funding:		
NARRATIVE QUESTIONS		
1. Brief project description (In 100 words or less), describe the proposed project and how it will benefit your community:		
2. What is the mission of your organization? What areas does your organization serve?		

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3. Describe the scope of the project – what exactly will the funding be used for. What is the useful life of the project components and how was that useful life determined? Describe consultations you have had with outside experts, other communities, or knowledgeable individuals about building this sort of project.

4. What makes this project unique? Why is the project needed? How will the project enhance opportunities in the community?

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5. What is compelling about your organization’s need for Bennett funds? What opportunities are lost if this project is not undertaken now? Will the project (or components of it) get done if Bennett funds are not awarded? Do you have partner matching funds? Will applicant or partner funds dedicated to the project be lost if Bennett doesn’t award a grant now?

6. Describe the planning process that identified this specific project as a priority for your organization. Discuss your efforts to engage youth and underserved populations in the planning process. What priority is this project to the community?

**BENNETT GIVES BACK**  
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<b>Expenditures</b>		<b>Sources of Revenue</b>		
List Budget Line Items (Examples: architect, engineering, construction, equipment items, etc.)		(Dollar for Dollar Cash Match is Encouraged)		
		List the sources of matching funds and indicate either cash or documentable in-kind contribution		
Line Item Expenditures	Line Item Costs		<u>Cash</u>	<u>Match</u>
		Town of Bennett Requested Grant	\$	
		Applicant Match		
		Partner Match		
<b>TOTAL</b>		<b>TOTAL</b>		
Please attach a more detailed budget if available				

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Evaluation Process**

Each application is screened for eligibility and minimum qualifications by Grants Administration Staff. If all of the eligibility and minimum qualifications are met, then the grant application will be reviewed and evaluated in the competitive process. Evaluators consist of two Town staff and the two Town of Bennett Board Committee Members.

Applications are evaluated and ranked based on the merits of the project. The evaluation process considers the accuracy of the proposal in conveying the need, urgency and scope of the project; the leveraging dollars'/cash match provided for the project; the ability of the applicant to achieve the proposed results according to the budget, supporting documentation, and timeline; and the capacity of the organization to complete the project and maintain the project site in future years. Projects will be funded in order of rank per category until allocated funds have been expended for the grant cycle. Staff and Committee will make the final recommendations for funding to the Board of Trustees.

## **Reporting Requirements if Awarded**

The Grantee agrees that it shall only use the Grant Funds for the Grant Project, as described in this document. Any modifications from the time of award will need to be requested prior to use of award funding. The Grantee shall be responsible for the direct supervision and administration of the Grant Project. The Town shall not be liable or responsible for any cost overruns on the Grant Project, nor shall the Town have any duty or obligation to provide any additional funding for the Grant Project if the Grant Project cannot be completed with the awarded Grant Funds. Grantee also agrees to comply with all local, state and federal requirements while completing the Project unless specifically waived.

In order for a project to qualify for reimbursement, the project must receive grant approval from the Town Board of Trustees prior to beginning construction. Subsequent to execution of a Grant Agreement, 50% of the Grant Funds shall be transferred within 45 days, unless otherwise agreed to by the Town in writing. The required method used by the Town for transfer of the Grant Funds is by ACH Authorization. ACH Authorization form must be submitted with the agreement execution. Grantee agrees to this method. Grant recipients will be required to provide paid invoices of the completed Project, which shall be subject to verification and approval, prior to receiving full reimbursement of funds. This program does not reimburse sales tax or Town permit and application fees.

The Grantee agrees that the Grant Project must begin within 30 days of the grant agreement with the Town. The Grantee agrees that the Grant Project will be completed and the Grant Funds will be expended by no later than one year from the date of this fully executed Agreement, unless a longer period of time is otherwise agreed to by the Town in writing. The Grantee understands and agrees that if the Grant Project cannot be completed by the end of the agreed upon time period the Town may require that the Grant Funds be refunded to the Town of Bennett General Fund.