



City of Thousand Oaks Grant Application FY 2018-2019

**Applications Being Accepted From
February 26, 2018 through April 11, 2018**

COMMUNITY EVENTS ENDOWMENT FUND GRANTS

Applications are now being accepted for the City of Thousand Oaks' Community Events Endowment Fund (CEEF).

Applications are available on the City's Website <http://www.toaks.org> in and at City Hall in the Cultural Affairs Department, City Clerk's Office, and the Thousand Oaks and Newbury Park libraries.

For questions regarding this Application, contact:

City of Thousand Oaks
Cultural Affairs Department
2100 Thousand Oaks Blvd.
Thousand Oaks, CA 91362
805-449-2706
805-449-2750 – Fax
mhanke@toaks.org

Completed Applications, including Compliance Checklist, must be received no later than Wednesday, April 11, 2018 4:00 p.m. to The Cultural Affairs Department (address above). Faxed or incomplete applications will not be considered. Postmarks will not be accepted!

ONLY ORIGINAL COMPLETE APPLICATIONS WILL BE ACCEPTED.



City of Thousand Oaks
Community Event Endowment Fund (CEEF)
Criteria for Funding

The City sets aside \$100,000 each year to award to local nonprofit organizations for cultural arts and special events that benefit a wide-cross section of the community. Community organizations may apply for this grant during the annual application period between **February 26, 2018 and April 11, 2018**. *Event or activities must take place between **July 1, 2018 and June 30, 2019** to be eligible.*

Grant Criteria

1. A Cultural Affairs Commission's Community Outreach Committee will review and prioritize funding applications and prepare recommendations to the City Council for allocation of grants, the total of which shall not exceed 85% of the annual Community Events Endowment Fund budget available to qualified organizations. This percentage of budget available for allocation may be periodically reviewed by City Council for adequacy in relation to needs and other fiscal demands.
2. The remaining 15% of Community Events Endowment Funds shall be retained and made available for emergency and/or unanticipated funding requests. These grants will be reviewed and processed administratively by the Cultural Affairs Department staff and be subject to the same eligibility criteria as the 85% portion.
3. The 85% of annual Community Events Endowment Fund budget includes: 66.66% (2/3) of funds to Arts and Cultural purposes.
4. Applicants must demonstrate financial need for funding; and **must demonstrate that the requested funds will be matched.**
5. **Grants shall be capped at 10% of the Community Events Endowment Fund budget's 85% portion (\$8,500) or 10% of the organization's total annual budget, whichever is lower.** Grants to individual persons shall be limited to maximum of \$500, and grants to organizations seeking funds for support of team events shall be limited to maximum of \$100 per individual team member. A larger grant may be awarded if the Community Outreach Committee and the City Council consider the nature of the activity and provision of matching funds warrant such funding.

City of Thousand Oaks
Community Event Endowment Fund (CEEF)
Criteria for Funding
(continued)

6. Funding in consecutive years is acceptable if a clear community philanthropic, or public benefit demonstrated.
7. To be eligible for funding, organizations must demonstrate that any funds received will be used solely to promote or support events or activities which benefit a wide cross section of City residents.
8. Applicants located in the City of Thousand Oaks or in the Planning Area of the City of Thousand Oaks, which includes unincorporated portions within the City's boundaries, are preferred. For organizations, "located" means where a majority of all members live. Applicants must demonstrate clear record of community, philanthropic, or public purpose, support, and accomplishment.
9. Established organizations applying for funds must provide a record of community fund-raising efforts, financial statements (if formal financial statements are not available, the applicant should explain why not), and accountability, including: mission statement; annual report; and budget. The Community Outreach Committee and City Council shall consider the organization's record of use of public funds and whether previous years' funds were used for the stated purpose(s).
10. Organizations receiving Community Events Endowment Fund grants shall enter into a written Grant Agreement with the City and shall stipulate that grant funds will be used solely for the purposes described in the Application form. If the activity or event to be funded with Community Events Endowment Fund support is canceled, postponed, or significantly altered after Grant Agreement is signed, the organization agrees to notify the City and to be subject to City request to refund grant amount, in full or in part.
11. Applicant organization must submit a complete official Grant Application for Funding on a timely basis as required, including Required Items Checklist.
12. Activities not eligible for funding include:
 - a. Fundraising events
 - b. Salary support
 - c. Equipment or capital purchases
 - d. Activities which are religious or political in nature



Application complete: Yes ☐ No ☐

City of Thousand Oaks
Community Event Endowment Fund (CEEF)
Required Items Checklist

Organization: _____

Is this an Art/Cultural Event or sport/Community Activity? (please check only one)

Arts/Cultural _____ Sport/Community _____

Application Packet to include:

- ☐ **Required Items Checklist – pages 4**
 - ☐ **Organizational Information Section 1 – Pages 5 & 6**
 - ☐ **Event Information–Section 2 – Pages 7 & 8**
 - ☐ **Event Budget –Section 3.a.- Page 9 (If multiple events please duplicate Section 3.a if needed)**
 - ☐ **Financial Information for Previous Fiscal Year–Section 3.b.- Page 10**
 - ☐ **Organization’s Financial Statement for Current year - Page 11**
 - ☐ **Organization’s Operating budget (current year) Please include other funding sources already in hand or anticipated for both the event and for the organization - Please attach your own form**
 - ☐ **Signature Page – Page 12**
 - ☐ **Partner Letters of Agreement** (if applicable). If the successful completion of the project is dependent upon a partnership with one or more organizations, please provide a **letter of support from each partner**.
 - ☐ **Insurance Information: Please insure proper format for insurance (sample attached)**
 - ☐ **W-9: Please provide current W-9 form (form attached)**
- _____



City of Thousand Oaks
Application for FY 2018-2019

Application must be typed or printed legibly.

Community Events Endowment Fund

SECTION ONE – ORGANIZATION INFORMATION

1. Organization Name:
2. Is Organization a 501(c)(3) public charity or is the program in collaboration with a 501(c)(3)? _____ YES _____ NO
3. Address:
4. Mailing Address for award notification:
5. List the name, address, and telephone number of the contact person(s) regarding this application:

Name	Address	e-mail	Phone

6. List the officers of your organization:

Name/Title	City of Residence	Phone	Volunteer?

City of Thousand Oaks CEEF Grant Application for FY 2018-2019
 Section 1 – Organization Information (continued)

9. Briefly describe how your organization fulfills a need in the community.

City of Thousand Oaks

Section 2.

Event Information

Please complete section 4 for each Event for which you are requesting grant funds

1. Amount of funding you are requesting? \$ _____
(please see Criteria # 4 & 5 – “Grant Cap”.)
2. What is the name of the specific event/activity for which the funds requested?
Please include specific date(s).
3. What is the budget for your specific event/activity? \$ _____
(Please see Criteria #4 – “Matching funds”)
4. Is the above-referenced event/activity new, or is it a continuation of an existing on-going event/activity?
5. How will this event/activity benefit the Thousand Oaks community?
6. How many Thousand Oaks residents will this event/activity benefit (rough estimate acceptable)? _____
7. What is the total annual budget for your organization? \$ _____
(Please see Criteria #5 – “Grant Cap”)
8. Identify the source(s) and *anticipated* amounts, if known, of MATCHING FUNDS:
(*this question MUST be answered-donations, other grants, ticket sales etc.*)
(Please see criteria #4 – “Matching Funds”)
9. If awarded, how will the grant funds be used?

City of Thousand Oaks
Section 2. (continued)
Event Information

- 10 Has your organization received a Community Events Endowment Fund grant (financial assistance) in the past? _____Yes _____No

If “Yes”, please list each year and the dollar amount received in the past five (5) years:

Year	Amount	Purpose
2017		
2016		
2015		
2014		
2013		

11. Has your organization received any other type of funding from the City of Thousand Oaks? _____Yes _____No

If “Yes”, please state the amount(s), and year(s), and specific purpose of that funding.

Year	Amount	Purpose
2017		
2016		
2015		
2014		
2013		

City of Thousand Oaks

Section 3.a.

Event Budget Complete Event Budget (Section 3.a) for each event requested.

Event Title/Description: _____

Event Date(s): _____ Location: _____

Income:

Earned Income (Category; eg. Ticket sales):

Earned Income (Dollar Amount):

Unearned Income (matching funds) (Category; eg. Grants):

Unearned Income (matching funds) (dollar amount):

TOTAL EXPECTED INCOME: \$ _____

Expenses:

Event Costs: (Cost Category, eg. Salaries, Maintenance, advertising)

Event Costs: (Amount)

TOTAL BUDGETED EXPENSE: \$ _____

EXPECTED PROFIT/LOSS: \$ _____

*Please copy as needed for additional events

City of Thousand Oaks

Section 3.b

Previous Year's Operating Statement 2017-2018
(Based on the most recently completed fiscal year)
(This is not a public document)

Fiscal Year ends: _____

INCOME

Please list all community support, government grants, donations, government contracts, interest earnings, individual donations, fundraisers, and other sources of income:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL INCOME \$ _____

EXPENDITURES

Salaries _____

Maintenance and Operations _____

Capital Outlay _____

TOTAL EXPENDITURES \$ _____

Change in Net Worth \$ _____

Submitted by: _____

(Signature)

(Print Name)

City of Thousand Oaks
Section 3.b
FINANCIAL REPORT-FINAL OR ESTIMATE FOR PERIOD ENDING
June 30, 2018
CURRENT BALANCE SHEET

Fiscal Year ends: _____

ORGANIZATION NAME _____

BANK NAME	BALANCE
_____	\$ _____
_____	\$ _____
TOTAL CASH	\$ _____

BALANCE SHEET

<u>ASSETS</u>		<u>LIABILITIES AND EQUITIES</u>	
Cash	\$ _____		
Accounts Receivable	\$ _____	Accounts Payable	\$ _____
TOTAL	\$ _____	NET WORTH	\$ _____

City of Thousand Oaks CEEF Grant Application for FY 2018-2019
Additional Section 4.
Information and Authorized Signatures

Please provide any additional information that you feel would be helpful to the Grant Review Committee:

By signing this application, I certify that, to the best of my knowledge, this Application and completed attachments are true and accurate statements and I have read the attached Resolution, Grant Criteria, and draft Grant Agreement. If awarded, I also agree that my organization will participate, if requested, in the Arts and Economic Prosperity study conducted by the City, in partnership with the Americans for the Arts.

(Signature of Organization Officer)

(Printed Name)

(Title)