



APPLICATION FOR COMMUNITY ENHANCEMENT GRANT

Grant Preliminary Application Requirements:

- Applying Organization is school affiliated with a qualified fiscal sponsor or an independent Non-Profit with a 501 (c) 3 designation
- Applying Organization is located within the City of Thousand Oaks or 80% or more of its members live in the city
- Project has an environmental benefit
- Project is within the boundaries of the City of Thousand Oaks

Required Documents to Submit:

Completed Community Enhancement Grant Application

CEG Budget Spreadsheet and confirmation of in-kind donations (letter, email, etc.)

Vendor Tax ID Form

Additional Requirements depending on specifics of project:

Project Authorization to conduct the project at proposed location – required from the property owner if the location is not owned by applicant (*Authorization Property and Fiscal Form*)

Fiscal Agent Authorization if another organization will be accepting funds on your behalf (*Authorization Property and Fiscal Form*)

Letters of Support from proposed partners

Approval from CVUSD District Office if the project alters CVUSD property (Contact: Tim McCabe, Director of Planning and Construction, (805)-498-4557 ext.153; tmccabe@conejousd.org)

A. GENERAL INFORMATION:

1. NAME OF ORGANIZATION/GROUP:	
Address (no P.O. Box please):	
Program Name (if applicable):	

2. CONTACT INFORMATION:	
Name:	
Address:	
Phone Number:	
E-mail Address:	
Name:	
Address:	
Phone Number:	
E-mail Address:	

3. LIST OF OFFICERS (if applicable):				
Name/Title	City of Residence	Phone No.	E-Mail Address	Volunteer? (Yes/No)

4. PROPOSED PARTNERS FOR PROJECT/EVENT/PROGRAM (attach Letters of Support):				

5. GENERAL ORGANIZATION INFORMATION:
a. Describe the Organization's primary purpose and/or mission:

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b. Describe how your organization works to achieve its purpose and/or mission:

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c. Describe your organization's need for funding:

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d. Describe any work by the organization that provides a community benefit:

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e. Is the project/event/program a new or an existing/on-going activity?

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6. IS THE ORGANIZATION/APPLICANT (OR MAJORITY OF MEMBERS) LOCATED WITHIN THE CITY? YES NO

<p>6. IS THE ORGANIZATION/APPLICANT (OR MAJORITY OF MEMBERS) LOCATED WITHIN THE CITY? YES <input type="checkbox"/> NO <input type="checkbox"/></p>
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7. IS ORGANIZATION/GROUP A REGISTERED 501(C) (3)?

YES – Provide Federal Tax I.D. Number:

NO – Provide Organization's Fiscal Agent:

<p>7. IS ORGANIZATION/GROUP A REGISTERED 501(C) (3)?</p>
<p><input type="checkbox"/> YES – Provide Federal Tax I.D. Number:</p>
<p><input type="checkbox"/> NO – Provide Organization's Fiscal Agent:</p>

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8. PROJECT/EVENT/PROGRAM BENEFIT, GOALS, AND OUTCOMES: *(Scoring Matrix 0-30 points)*

a. How will the use of these funds benefit the community or promote Thousand Oaks?

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b. How many individuals will be served by the funded project/event/program? How many Thousand Oaks residents will benefit?

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c. List the major goals for the project/event/program and expected outcomes for each goal:

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d. Describe how the organization will gauge the success of the project/event/program:

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9. AMOUNT OF GRANT REQUESTED (Completed City Excel Spreadsheet required):

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10. HAS YOUR ORGANIZATION RECEIVED ANY CITY OF THOUSAND OAKS COMMUNITY GRANTS IN THE PAST FIVE (5) Years?

YES NO

If YES, please list grants received in the past five years:

YEAR	AMOUNT	PURPOSE

11. IF MINORS WILL WORK THE EVENT/PROJECT, WILL ADULT SUPERVISION BE PROVIDED? YES NO

12. PROVIDE ANY ADDITIONAL INFORMATION THAT YOU FEEL WOULD BE HELPFUL TO THE REVIEW COMMITTEE:

13. GRANT DEADLINE: Submitted before 5:00 pm October 16, 2018

14. SIGNATURES/CERTIFICATION

As the authorized representative of the organization applying for the Community Grant, I hereby agree to the terms, conditions, and guidelines of the grant program. I understand that not all applicants will receive grants and that the information I submit must be true and accurate to the best of my knowledge. Final reimbursement will require documentation of actual expenditures and the grant may be reduced for unexpended funds.

APPLICANT

Signature (Can Be Electronic):	Date:
Print Name:	Title:

PROPERTY OWNER APPROVAL (If Different Than Applicant, must attach letter describing project and authorization for the applicant to conduct the project. CVUSD projects that alter or modify school property or infrastructure require district approval)

Print Name:	Date:
Phone:	Title:
e-mail:	

B. COMMUNITY ENHANCEMENT GRANT

Completed applications must be submitted via e-mail to vpellegrino@toaks.org or hand-delivered to the Public Works Department at City Hall, 2100 Thousand Oaks Blvd, Thousand Oaks, CA, 91362 by the deadline. A confirmation e-mail will be sent verifying receipt during business hours. Applicant takes full responsibility that the application was received by the deadline. A copy of the guidelines and the City contract including insurance requirements (for City projects only) may be downloaded from the Community Grant homepage (www.toaks.org/CommunityGrants).

PROPOSED CAPITAL IMPROVEMENTS INFORMATION:

Requests must be for a specific capital improvement to be eligible and a letter from the property owner (if different than applicant) stating approval of the project **MUST BE** included with the application. PLEASE NOTE: Under California Labor Code Section 1720 the granting of public funds may subject this project to the payment of prevailing wages. Acceptance of the grant requires the grantee to indemnify the City against any claims that prevailing wages are owed from the project.

1. PROPOSED PROJECT INFORMATION

a. Location:
b. Estimated Start and End Dates:

c. Please describe the proposed project and how it provides a community environmental benefit. Examples include waste reduction, recycling, water and energy conservation, food waste diversion, litter removal, greenhouse gas reduction, or other community beautification and environmental benefits. Does the project represent an innovative approach to an existing concern? You may attach **NO MORE THAN ONE PAGE** of additional descriptive text or drawings/plans, if needed.

Required: COMMUNITY ENHANCEMENT BUDGET (attach completed City Budget worksheet)