



CITY OF OAKLAND PARK

Aid to Non-Profits Grant Application Form

INSTRUCTIONS

The City Commission of Oakland Park has appropriated funding for the 2019-2020 fiscal year to provide financial assistance to non-profits serving the Oakland Park community.

Grants will be in the flat amount of \$10,000. Only non-profit agencies receiving matching funds from other entities may request amounts above \$10,000; documentation on external matching funds must be provided as a support document to the grant application.

Applications must be postmarked or delivered by November 18, 2019.

Submission packages must include

- hardcopy of all materials
- electronic copy of all materials (USB drive or CD-ROM).

Submissions should be sent to the following address:

Department of Financial Services
City of Oakland Park
3650 NE 12th Avenue
Oakland Park, FL 33334

- Please do not modify the fonts, type size or margins of this document.
- Handwritten applications will not be accepted.
- Only properly submitted applications will be considered.
- Submit all required documents at one time.
- Include only the required attachments.

For questions, please contact the Department of Financial Services at 954.630.4250 or by e-mail at andrewt@oaklandparkfl.gov.

1. ORGANIZATION INFORMATION

Organization Name: _____

Address: _____

Contact Person: _____ Title _____

Telephone: _____ Email: _____

Federal Identification Number: _____ DUNS: _____

National Taxonomy of Exempt Entities Code(s) (NTEE-CC): Example: Children and Youth Services(P30)

2. REQUEST INFORMATION

Project/Program Name: _____

Requested Funding Amount: _____

Note: All requests should be for a flat amount of \$10,000. Only non-profit agencies receiving matching funds from another grant program may submit requests above \$10,000.

Will these funds be used provide matching for a different grant? ___ Yes ___ No

If yes, please provide the following:

- Granting Agency: _____
- Grant Name: _____
- \$ Value of Match: _____ Match Ratio (City Grant to Match): _____

If applicable, please include a copy of the external grant award, contract, or other substantiating material as part of your submission.

3. PROJECT/PROGRAM DETAILS

- a. Briefly describe your organization.

b. Explain the objectives of your project.

c. Provide a detailed scope of services explaining what will be accomplished with the funds requested, including how the program will be delivered, where it will be delivered, etc.

6. CERTIFICATION

If this application is approved for funding, the organization agrees to comply with all required Federal, state and local laws and regulations. The organization confirms that it is fully capable of fulfilling the obligations as stated in this proposal and in any attachments or documents included with this application.

As a duly authorized representative of this organization, I submit this application to the City of Oakland Park and verify that the information herein is true, accurate and complete.

Name (Printed)

Signature

Title

Date

DOCUMENTATION CHECKLIST

The following documents must be submitted with the completed application:

- Most recent Form 990 Return of Organization Exempt from Income Tax
- Most recent Organization Budget
- Most recent audited Financial Statement
- 501(c)(3) Determination Letter
- Current Board of Directors list
- Non-profit agencies submitting requests above \$10,000 must provide a copy of the external grant award, contract, or other substantiating material that demonstrates additional matching funds/local match requirements.

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Questions?

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