## Request for Funding
## Application Guidelines

**PLEASE READ THESE APPLICATION GUIDELINES CAREFULLY. INCOMPLETE OR LATE APPLICATIONS WILL NOT BE CONSIDERED FOR CITY FUNDING.
ENTITIES ARE LIMITED TO ONE APPLICATION PER ORGANIZATION.**

### Requests-Minimum & Maximum
There is no minimum or maximum request for this grant cycle. A cash match is not required but strengthens an application. In-kind match is required and must be shown.

### Application Deadline
**Six copies of each application with attachments (one original and five copies) must be received by 5:00 PM, July 31.** Complete applications should be mailed or hand-delivered to the Office of the Mayor/CAO, 505 Travis Street, Shreveport, La. 71101. Each grant will be date/time stamped. **Applications that are incomplete or received after the deadline will not be accepted or reviewed.**

### Who May Apply/Eligibility Requirements
Grants are only available to agencies with 501(c)(3) tax-exempt status from the Internal Revenue Service. Agencies applying for Civic Appropriation Funding must also meet the following requirements:

- Existed for at least three years (all others should apply for NIP funding)
- Based in the City of Shreveport
- Governed by a Board of Directors that meets at least quarterly

## Attachments to Include with the Application

- Articles of Incorporation
- Current Certificate of Good Standing from the Secretary of State
- Letter Demonstrating non- profit 501(c)(3) status of the Federal Tax Code
- List of the agency's Board of Directors
- Budget for the specific program that the City is being requested to fund.
- Annual Budget adopted by the Board of Directors. This budget should clearly state if your organization is already receiving or has been approved for any other funding from the City of Shreveport.
- Financial Statement (audit or IRS Form 990) for agencies with annual budgets of $25,000 or more
- Bylaws of the Agency
- Statement indicating if city funding will be used to match a federal, state or foundation grant. (This should specify if cash is on hand or is part of a pending request.)
- Signed statement certifying that all information is correct to the best of your knowledge

## Evaluation Criteria

**30%**   Purpose of Grant: Goal of the program/project, description of the program/project. In-kind and cash matched/donations.

**50%**   Need & Impact: Description of need for services/program or project, expected outcomes, information stating program or project is not duplicated elsewhere, need for City of Shreveport to provide program/project.

**20%**   Administration & Budget: How requested funds will be spent, evaluation process to measure success of program/project, qualifications & experience of staff.

## Ineligible Expenses

- Capital expenditures
- Administration costs that are more than 15% of the organization's request to the City of Shreveport
- Deficit reduction
- Costs Incurred before the effective date of the contract or after the grant period ends
- Competitions, fundraisers, pageants or hospitality costs
- Individuals
- Operational costs
- Administrative costs not associated with the project

## Grant Writing Tips

- Use 12-point font.
- Adhere to the word limits for each category.
- **Be Specific**. Write in clear, simple language.
- Use facts, not opinions. Present concrete statistics, plans, specific goals and evidence of research and planning. Cite sources where applicable.
- Clearly show in-kind and cash matches.
- The narrative and budget should consistently relate to one another.
- **Proofread**. Have others review a draft of the application. Does it make sense to them? Does it address the questions asked? Are all the attachments included?

### Application Review Process
The application review process and final decision on civic appropriations is established by the City Council.

**This is a competitive process.** Please remember that an application may or may not be funded, dependent on the number of applicants, the amount of money available, and the application's score based on the evaluation criteria. The acceptance of an application does not imply that it will be funded. All applicants will be notified if funding is appropriated for the organization.