

## FY 2024 Annual Grant Application

---

(Agency Name)

---

(Executive Director)

---

(Contact Person)

---

(Mailing Address)

---

(Phone Number)

**2024 City Grant Request:**

*(Excludes Special Appropriations)*

---

**2024 Special Appropriations Request:**

---

**2023 City Grant Allocation:**

*(Excludes Special Appropriations)*

---

**2023 Special Appropriations:**

---

**Dollar (+/-) Over Last Year's Allocation:**

---

**Percent (+/-) Over Last Year's Allocation:**

---

Please electronically submit your funding application, financial statements, annual report, three-year budget data, and other information to [agencyapplications@tuscaloosa.com](mailto:agencyapplications@tuscaloosa.com) no later than **Friday, May 26, 2023 by 5:00 p.m.**

## Document Checklist

Place each Exhibit after the last page of Grant Application

Submit 1 copy of each Exhibit and Grant Application

**\*\*All exhibits are required. If unable to provide an exhibit, an explanation of why is required.\*\***

Exhibits		(v)
Exhibit A	<b>Reason for Requested Funding (Attached)</b> Provide program name, summary, and specific objectives on how City funding will be used to better serve the community.	
Exhibit B	<b>Collaboration (Attached)</b> Provide information about the agency's services and partnerships.	
Exhibit C	<b>2023 Fundraising/Event Form (Attached)</b> Provide every fundraiser/event in 2023. Include the final gross amount of proceeds on the form.	
Exhibit D	<b>2023 Funds from Other Governments and 2024 Request from Other Governments (Attached)</b> Provide name and amount received from other governments in 2023. Provide name and amount requested from other governments for 2024.	
Exhibit E	<b>Budget Summary for Requested Funds (Attached)</b> Provide a budget summary of the requested funds. See the attached template for budget categories. Total budget summary must match the amount of requested funds on page 1 of the grant application.	
Exhibit F	<b>Most Recent Board of Directors</b> Provide all Board Members contact information, including email address and place of employment.	
Exhibit G	<b>Agency Staff/Administration</b> Provide all agency staff/administration, including email address.	
Exhibit H	<b>Organizational Changes</b> Provide information on any upcoming major organizational changes or additional information that has been voted on by your board for the next three years.	
Exhibit I	<b>List of Investments</b> Provide a list of investments and an explanation of each one. Include agency operating reserves.	
Exhibit J	<b>Co-Signer Statement</b> Provide a statement that the agency requires an officer of the agency's board to co-sign all checks. If an agency has submitted an audit to the City, it is not required to submit this statement or engage in such practice.	
Exhibit K	<b>Certification Statement</b> Provide a written certification that a copy of the agency's financial and annual report, including the management letter, is on file at the Tuscaloosa Public Library for public viewing.	
Exhibit L	<b>Current Annual Report</b>	
Exhibit M	<b>Agency's Budget for 2022, 2023, and 2024 (proposed)</b> Include explanations for increases and decreases.	
Exhibit N	<b>2022 or Latest Audit (1 copy only)</b> Review if between \$25,000 and \$50,000; Compilation if less than \$25,000.	
Exhibit O	<b>Latest Signed W-9 Form</b>	

## Quarterly Monitoring

To ensure proper disbursement and appropriate management of grant funds over the entire project lifecycle, the City of Tuscaloosa or its designated agent will regularly monitor recipients of agency funding, not to exceed once per fiscal quarter, according to the information provided in this application.

Monitoring criteria will include:

- Project progress and program deliverables
- Records of expenditures and fiscal controls
- Duplication of services
- Additional project-specific compliance measures, as applicable

It is the responsibility of each agency to evaluate the administrative burden associated with sound fiscal management and organizational capacity to comply with monitoring policy. Agencies receiving funds should expect to provide, at minimum, a quarterly income statement (P/L) and documentation of services provided.

# City of Tuscaloosa Common Application Form

## Administrative Information

1. Legal Name of Applicant Organization:

\_\_\_\_\_  
*Note: Legal name should be same as on IRS determination letter.*

2. EIN: \_\_\_\_\_ 3. Year Founded: \_\_\_\_\_ 4. Current Year Operating Budget: \_\_\_\_\_

5. Web Site: \_\_\_\_\_

6. Executive Director:

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

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

7. Primary Contact Person (if different from the Executive Director):

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

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

8. Has the City of Tuscaloosa allocated funds to your organization in the past? If so, please list the amounts for the last three years (excluding special appropriations).

2023: \_\_\_\_\_ 2022: \_\_\_\_\_ 2021: \_\_\_\_\_

9. Has the City of Tuscaloosa allocated funds for special appropriations to your organization in the past? If so, please list the amounts for the last three years.

2023: \_\_\_\_\_ 2022: \_\_\_\_\_ 2021: \_\_\_\_\_

10. Executive Director (print): \_\_\_\_\_ Date: \_\_\_\_\_

**Signature:** \_\_\_\_\_

*Note: Signatures indicate that the document was reviewed and approved by the Board of Directors who is solely responsible for the content and accuracy of information.*

## Administrative Information

11. Provide a brief agency history and state the agency's mission statement.

12. Board/Staff Composition:

	Gender		
	Male	Female	Total
Board Staff			

	Race			
	White	Black	Other	Total
Board Staff				

13. Total Unduplicated Clients Served:

*Note: If your agency **cannot** document unduplicated clients served, you **cannot** count them.*

Last Year Actual 2022	This Year Projected 2023	Next Year Proposed 2024

14. Client Residency:

A. Total unduplicated City of Tuscaloosa residents served:

Last Year Actual 2022	This Year Projected 2023	Next Year Proposed 2024

B. Methodology used for segregating services by residency status (i.e. intake forms, data collection software, or similar tracking method)

## Reason for Requested Funds

**DESCRIPTION:**

*Describe in detail the program or activity for which funding is requested. Include goals and objectives, and specific steps that will be taken to reach these goals.*

List all project objectives and deliverables for which the requested funding will be used. Insert additional pages, if needed.

Funding Objective	Activity/ Output	Expected Completion Date
Ex: Expand capacity of existing after-school care program.	Enroll 10 new participants	June 30, 2024

**NEED FOR PROGRAM:**

*What evidence do you have that there is a need or demand for your program in Tuscaloosa? Please provide specific information below. Cite sources.*

**UNIQUE SERVICE PROPOSITION:**

*Describe how your program serves a special population, offers unavailable services, or sets itself apart from similar local programs.*



## Collaboration

### **COMMUNITY PARTNERSHIPS:**

*Describe collaborative efforts with other nonprofit or for-profit organizations, and/or governmental agencies that play a specific role in your agency.*

### **SOCIAL SERVICE PROVIDER ANALYSIS:**

*Identify other organizations in the City of Tuscaloosa or adjacent communities that provide similar services. List the name of the organizations and the programs, activities, or projects that are similar with your agency.*

### **COOPERATION WITH SERVICE PROVIDERS:**

*Describe how your organization is cooperating with the previously identified organization and programs.*

## Fundraising/Event Information Form

Name of Fundraiser/Event: \_\_\_\_\_

Location and Date of Fundraiser/Event: \_\_\_\_\_

Brief Description of Fundraiser/Event: \_\_\_\_\_

Final Gross Proceeds: \_\_\_\_\_ Final Total Expenses: \_\_\_\_\_

Net Income: \_\_\_\_\_

Name of Fundraiser/Event: \_\_\_\_\_

Location and Date of Fundraiser/Event: \_\_\_\_\_

Brief Description of Fundraiser/Event: \_\_\_\_\_

Final Gross Proceeds: \_\_\_\_\_ Final Total Expenses: \_\_\_\_\_

Net Income: \_\_\_\_\_

Name of Fundraiser/Event: \_\_\_\_\_

Location and Date of Fundraiser/Event: \_\_\_\_\_

Brief Description of Fundraiser/Event: \_\_\_\_\_

Final Gross Proceeds: \_\_\_\_\_ Final Total Expenses: \_\_\_\_\_

Net Income: \_\_\_\_\_

Name of Fundraiser/Event: \_\_\_\_\_

Location and Date of Fundraiser/Event: \_\_\_\_\_

Brief Description of Fundraiser/Event: \_\_\_\_\_

Final Gross Proceeds: \_\_\_\_\_ Final Total Expenses: \_\_\_\_\_

Net Income: \_\_\_\_\_

2023 Funds from Other Governments and  
2024 Requests from Other Governments

**2023 FUNDS FROM OTHER GOVERNMENTS:**

*List all funds received from other governments. Include the name of the government and the amount received.*

**2024 REQUESTS FROM OTHER GOVERNMENTS:**

*List all funds requested from other governments. Include the name of the government and the amount requested.*

### Budget Summary for Requested Funds

Using the templates below or a similar format of your own, please summarize the use of **requested funds** by budget category. Ensure the summarized totals match the amount of requested funds from page 1. Check the box below to indicate if this budget is for a City Grant Request or a Special Appropriations Request. A separate budget summary is needed for each request. Make copies of this page if needed.

## City Grant Request

Special Appropriations Request

[illegible]

Using the template below or a similar format of your own, please summarize the use of *requested funds*. Ensure the summarized total matches the total amount requested from page 1, and 100% of the amount requested is allocated in the “Percentage of Request” column. Check the box below to indicate if this budget is for a City Grant Request or a Special Appropriations Request.

City Grant Request

Special Appropriations Request

Budget Allocation				
Program	Expense/Activity	Location	Amount	Percentage of Request
EX: Farmer’ Market	Rent	Tusc. River Market	\$1,500.00	15%
EX: Farmer’s Market	Salaries	Tusc. River Market	\$8,500.00	85%
<b>TOTAL</b>				