



DEADLINE: Application must be postmarked or delivered by **November 26, 2018**. Handwritten applications will not be accepted. Documents can be submitted hard copy or electronic on USB drive/CD-ROM. Please do not modify the fonts, type size or margins of this document.

Aid to Non-Profits Grant Application Form

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: _____

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): _____

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.

4. TARGET POPULATION

- a. Define the target population for your project. Please be specific and include demographic information on the population served, geographic location, etc.

- b. Estimate the number Oakland Park residents to be served: _____

5. EVALUATION

- a. Describe how you will evaluate the success of your project below. List the quantitative measurements you will use to evaluate your project and explain how you will obtain, verify, and report them.

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
- List of grants awarded by other agencies, including dollar value, for the past two years

Incomplete applications will not be considered.

Applications must be submitted to:

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

Only properly submitted applications will be considered.
Submit all required documents at one time.
Include only the required attachments.

**Documents can be submitted as hard copy or
electronic on USB drive/CD-ROM.**

Questions?

Contact Financial Services at 954.630.4250