



**Minutes**  
Town of Lake Park, Florida  
**Town Grantmaking Program**  
**Pre-Application Conference for the**  
**Grant Application Instruction and Form**  
Wednesday, January 27, 2021 2:00 p.m.  
Commission Chamber, Town Hall, 535 Park Avenue

The Pre-Application Conference for the Town Grant Making Program was conducted on Wednesday, January 27, 2021 at 2:00 p.m. Present were Grant Writer/Chief Public Information Officer (CPIO) Merrell Angstreich and Town Clerk Vivian Mendez.

Grant Writer/CPIO Angstreich called the meeting to order at 2:00 p.m. and explained the purpose of the meeting. She explained the Town Grantmaking process for both the Small and Large Grant Programs. She reviewed the application, the due date, and the eligibility criteria. She announced that the only major change from the previous year was the following:

- Additional points will be awarded to submissions from applicants that have attended this pre-application conference.
- Additional points will be awarded to submissions from applications that were not funded in the previous funding round.

She announced that Grant submittals were to be sent to the Town Clerk's Office no later than 5:00 p.m. on February 12, 2021. Anyone seeking assistance with the application process was to make an appointment with her no later than 15-days prior to the due date (January 29, 2021).

Grant Writer/CPIO Angstreich stated that the Commission would make the announcement at a future Commission meeting.

**ADJOURNMENT:**

With no further business to come before the meeting, Grant Writer/CPIO Angstreich adjourned at 2:12 p.m.

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Town Clerk Vivian Mendez



## TOWN OF LAKE PARK GRANT APPLICATION INSTRUCTIONS AND FORM

### I. GRANT PROCESS

The following processes have been established by the Commission of the Town of Lake Park to assist individuals and groups seeking financial support in the form of a grant from the Town of Lake Park (the Town). Grants are made available by the Town each fiscal year (commencing October 1 and ending September 30). Under the Small Grant Program, individuals who reside in the Town may request up to a total of \$500. The Large Grant Program, which is available to groups, corporate entities, etc., that are based in the Town, requires a 100% match by the applicant (applicants may request up to 50 percent of the total monetary cost of a proposed project, up to the maximum amount budgeted for this purpose, and must provide the other 50 percent via allowable matches). The maximum amount available shall be subject to the Commission's annual appropriation as part of its fiscal year budget. **No grant funding shall be recommended to the Commission for award either on a grant or reimbursement bases unless the Town's Finance Director has certified to the Commission that such funding has been budgeted for and appropriated during the regular fiscal year budget process.**

The grant amounts will be available on the following basis:

- **Small Grant Program:** The maximum amount that shall be available through this program shall be \$500. Applications for funding through the Small Grant Program must be approved by the Town Manager (following written confirmation by the Town's Finance Director of the availability of funds) prior to approval and after notice of intent to award has been provided by the Town Manager to the Commission. The total amount needed will be used to determine the grant award. There shall be no artificial division of needed grant funding in order to qualify for the Small Grant Program. No match is required for the Small Grant Program. All funds awarded through the Small Grant Program shall be paid directly to the vendor(s) identified in the grant application.
- **Large Grant Program:** The grant amount available through this program will range from a minimum of \$500.01 to a maximum of \$25,000 budgeted for Fiscal Year 2020-2021 (based upon approval by the Town Commission at a regularly scheduled Town Commission meeting). A 100 percent match is required for the Large Grant Program, which may be provided in the form of volunteer labor (which is valued at \$27 per hour for the purpose of this grant program), donated services, goods/materials, in-kind contributions and/or cash from another organization or business. The match must be substantiated by the submission of a signed Contribution/Match Worksheet as part of the application. **Town resources MAY NOT be used as matching funds. Matching funds are not transferrable to other projects.**

Grant funds are to be disbursed as either direct payments to vendors or reimbursements to applicants with a valid checking account. In order to reimburse an applicant, the following must be submitted to the Town:

- Invoice from the applicant to the Town
- Vendor receipts marked "paid" and/or credit card receipts
- Copy of front/back of cancelled checks if vendor was paid by check

All vendors receiving direct payment from the Town must complete a W-9 (and any other required paperwork) and file with the Town Finance Department. Applicants without a valid checking account will be limited to direct payments to vendors.

All grants are dependent upon the availability of the Town Commission's appropriation of funding. Funds are expected to be available for release by the Town by January 2021. No expenses may be incurred before Town approval of the application. Payments to contractors, vendors or distributors that are in excess or outside of the grant award and arranged by the applicant are the responsibility of the applicant. **The Town shall not be held responsible for arrangements of services made by the applicant. As part of its application, the applicant must demonstrate the ability to complete the proposed project and expend all grant funds no later than August 31, 2021. Any funds that are not expended by this date will be forfeited unless prior written approval is provided by the Town Manager.**

## **II. APPLICATION DEADLINE**

Each applicant may submit only one application for funding each fiscal year. There is one funding round per fiscal year. For Fiscal Year 2020-2021, the deadline for submittal of all applications is 5:00 PM Eastern Time on February 12, 2021. All applications must be submitted with an original signed in blue ink and three (3) copies in sealed envelopes/packages to the following address:

**Town of Lake Park  
Office of the Town Clerk, Town of Lake Park  
Lake Park Town Hall  
535 Park Avenue  
Lake Park, Florida 33403**

***NO APPLICATIONS WILL BE ACCEPTED VIA FAX OR EMAIL***

Applications received after the above-stated deadline shall be returned unopened. Receipt of an application by any Town office or personnel other than the Office of the Town Clerk shall not constitute submittal. The Town Clerk's time stamp shall be conclusive as to the timeliness of each submittal.

## **III. ELIGIBILITY CRITERIA**

With the exception of public entities, eligible applicants must be located within the municipal boundaries of the Town of Lake Park. Eligible applicants include legally established 501(c)3 nonprofit tax-exempt organizations; for-profit businesses; or public entities; individuals are considered eligible applicants for the Small Grant Program only. Eligible projects must, in the opinion of the Town Manager (for the Small Grant Program) and the Town Commission (for the Large Grant Program) directly benefit the citizens of the Town of Lake Park. Grants under the Large Grant Program will not be made to individuals under any circumstances, or to organizations or businesses that have been in existence for less than three (3) years

prior to the date of application; 501(c)3 nonprofit tax-exempt organizations that have been in existence for less than three (3) years are eligible to apply.

Examples of projects or programs that are eligible for consideration are as follows (to the extent that such proposed projects or events are consistent with the eligibility criteria set forth above):

- *Beautification*, including community cleanups, landscaping in public rights-of-way, minor park improvements, public art
- *Children/Youth*, including short-term neighborhood-operated programs that would benefit children (after-school/summer program, tutoring, mentoring), neighborhood-based sporting events
- *Communication/Membership* such as websites, newsletters, advertising, membership drives, directories
- *Crime Deterrents* such as signage, newsletters and items associated with neighborhood crime watch operations (video devices may be considered as long as they can be affixed in a secure location)
- *Event Requirements*, including supplies, notices, entertainment, rentals for festivals/celebrations (any and all special events must obtain applicable Town of Lake Park Special Event Permits)
- *Identity Promotion*, such as signage, logo design, membership t-shirts

Eligible projects must comply with the Town's Comprehensive Plan (with regard to economic development projects), as well as all applicable land development codes, including the Florida Fire Prevention Code with Palm Beach County Amendments, if applicable. Such compliance must be evidenced by a review by the Town's Department of Community Development and the Palm Beach County Fire Inspector; compliance will be noted on the application form by Town staff.

Examples of projects or programs that are **NOT** eligible for funding are as follows:

- Capital items, including any individual item over \$500 that would require tracking by Town property control, excluding signage/surveillance camera equipment
- Computer hardware and/or software, electronic devices and related equipment
- Food and/or provisions for festivals or celebrations
- Ongoing multi-year projects
- Ongoing or operational costs, including salaries or other personnel costs
- Projects or programs already funded by another source, including current operating budgets
- Projects or programs that have already been completed

- Projects typically funded under other sources, such as the Town (or Palm Beach County) department operating budgets, Capital Improvement Program, Community Development Block Grant Program
- Political causes or candidates, religious organizations
- Grants from the Town cannot be used to meet the applicant's matching requirement under the Lake Park Community Improvement Beautification Fund or the Community Redevelopment Agency program funding or to pay the Town's rental fees or deposits or for payment of the Town's special event permit application fee

#### **IV. PRE-APPLICATION CONFERENCE**

Applicants are strongly advised to attend a pre-application conference that will be held at 2:00 PM Eastern Time on January 27, 2021 in the Commission Chamber, Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida, 33403. **Additional points will be awarded to submissions from applicants that have attended this pre-application conference.**

#### **V. ADDITIONAL REQUIREMENTS**

Applications must be typed or neatly handwritten, and must be provided on 8½" x 11" paper. All required substantiating material (quotes, meeting minutes, etc.) must be attached to the application at the time of submittal.

#### **VI. REQUESTS FOR APPLICATION PRE-REVIEW/COMMENTARY**

Applicants wishing to request a meeting with the Town's Grant Writer to review their draft proposals for comments may do so no later than 15 days prior to the due date.

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**TOWN OF LAKE PARK**  
**APPLICATION FOR GRANT ASSISTANCE**  
(Please type or print clearly)

**SECTION 1: APPLICANT INFORMATION**

Legal Name of Applicant: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Date Organization Was Legally Established: \_\_\_\_\_ State: \_\_\_\_\_

Legal Form of Organization: \_\_\_\_\_ Sole Proprietorship \_\_\_\_\_ C or S Corporation \_\_\_\_\_ Public Entity  
\_\_\_\_\_ Limited Liability Company \_\_\_\_\_ Partnership or Limited Partnership \_\_\_\_\_ Nonprofit 501(c)3

Name of Principal Officer/Business Owner: \_\_\_\_\_

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

Contact Person for This Application: \_\_\_\_\_

Telephone Number (if different from above): \_\_\_\_\_

Nature of Organization (please list products/services provided; please attach a separate sheet if needed):  
\_\_\_\_\_  
\_\_\_\_\_

Palm Beach County Business Tax Receipt Number (if applicable): \_\_\_\_\_

Lake Park Business Tax Receipt Number (if applicable): \_\_\_\_\_

EIN Number (if applicable): \_\_\_\_\_



**SECTION 3: FUNDING INFORMATION**

**Amount requested from Town of Lake Park**

\$ \_\_\_\_\_

*The maximum grant amount that shall be available through the Small Grant Program is \$500 (for which no match is required). The minimum grant amount that shall be available through the Large Grant Program is \$500.01 and the maximum grant amount is \$25,000.*

**Compilation of matching funds:**

**Volunteer labor**

\$ \_\_\_\_\_

(Calculate at \$27 per hour. Volunteer Labor Worksheet must be attached.)

**Cash**

\$ \_\_\_\_\_

(Please itemize on Contribution/Match Worksheet)

**Donated professional services**

\$ \_\_\_\_\_

(Not including Volunteer Labor. Please itemize on Contribution/Match Worksheet)

**Donated materials/supplies**

\$ \_\_\_\_\_

(Please itemize on Contribution/Match Worksheet)

**Other (please describe)**

\$ \_\_\_\_\_

(Matching funds that are not directly related to the project will not be considered)

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**Total Matching Funds:**

\$ \_\_\_\_\_

**Please explain how you will complete your project/program if you are awarded 75% of your request; if you are awarded 50% of your request; and if you are awarded less than 50% of your request. Please feel free to attach additional pages if necessary.**

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**SECTION 4: HOW WILL THIS PROJECT MEET THE ELIGIBILITY CRITERIA SET FORTH IN SECTION III OF THE APPLICATION INSTRUCTIONS?**

(Please attach additional pages if necessary)

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**SECTION 5: REQUIRED DOCUMENTATION**

The applicant shall submit the following documentation:

**For the Small Grant Program:**

- A copy of the current official Certificate of Status from the Florida Department of State (if applicable). *Please note that a printout of corporate information from the Department of State Corporations online public inquiry web page DOES NOT meet this requirement.*
- A copy of current Certificate of Status of Fictitious Name Registration from the Florida Department of State (if applicable)
- A copy of current Palm Beach County Business Tax Receipt (if applicable)
- A copy of current Town of Lake Park Business Tax Receipt (if applicable)
- A summary of how the applicant proposes to spend the grant funds

**For the Large Grant Program (in addition to the documentation listed above):**

- Detailed program/project budget, including revenues and expenses
- A copy of applicant's current financial statements covering one fiscal year (prepared within 90 days of submittal of this application); or
- Copies of written estimates

**For nonprofit organizations or public entities, in addition to the documentation required for the Small and Large Grant Programs:**

- A copy of the history of the organization, its mission statement and/or goals
- A complete copy of the applicant's Internal Revenue Service 501(c)3 tax-exempt certification letter
- A copy of the applicant's registration with the Florida Department of Agriculture and Consumer Services (for nonprofit organizations only)
- A list of the applicant's governing board (Board or Directors or similar) and a brief biography of each officer and member, including corporate/professional affiliation (if any)

## **SECTION 6: REPORT AND REIMBURSEMENT**

Applicant must submit a project report to the Town Manager within 60 days of completion of the project. The report must include final timeline of project, final costs and final outcomes. Documentation of expenditures to be reimbursed must be attached. If appropriate, photos may be included, but may not be used in lieu of a comprehensive report.

Following Town Manager review and approval of the report, reimbursement of all approved expenses will be processed, and a Request for Disbursement will be approved by the Town Manager and submitted to the Finance Department.

The following must be submitted to the Town in order to receive reimbursement:

- Invoice from the applicant to the Town
- Vendor receipts marked "paid" and/or credit card receipts
- Copy of front/back of cancelled checks if vendor was paid by check

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<b>GRANT RATING SHEET</b>		
<b>RATING CRITERIA</b>	<b>MAXIMUM RATING POINTS</b>	<b>TOTAL POINTS AWARDED</b>
<b>Each application may be awarded a maximum of 120 points, as follows:</b>	*****	*****
<b>Project Description (How well does the application clearly describe the project and its goals?)</b>	20	*****
<b>Demonstration of Community Need (How well does the application describe, communicate/address a community need?)</b>	20	*****
<b>Evidence of Community/Applicant Strengthening (Does the project have the potential to strengthen the overall neighborhood and applicant?)</b>	20	*****
<b>Community Support (Does the application provide evidence of community consensus for the project and resident involvement in the implementation?)</b>	20	*****
<b>Appropriateness of Proposed Budget (Are the budget revenues and expenses clear and justifiable? Are funding sources appropriate?)</b>	20	*****
<b>Bonus: 5 additional points will be awarded to applicants that attended the pre-application meeting</b>	5	*****
<b>Bonus: 5 additional points will be awarded to applicants that were not funded in the 2019-2020 funding round</b>	5	*****
<b>Bonus: Up to 10 additional points may be allocated through the incorporation of sustainable/green initiatives directly related to the project and documented in the grant application.</b>	10	*****
<b>TOTAL POINTS</b>		*****

The average score derived from the Grant Review Committee will be determined by dividing the total points awarded to an application by the number of scores. The highest scoring applications will be considered first. Funds will be allocated based on application average scores in descending order until funds are depleted. Funds will not be allocated to any application with an average score lower than 65.



## CONTRIBUTION/MATCH WORKSHEET

Please provide information for each donation (not including volunteer hours) to be used as part of the grant project. Please make as many copies of this worksheet as necessary in order to include each contribution and/or match.

**Grant Project Name:** \_\_\_\_\_

**Donation Type:**                     Cash     Services     In-kind     Goods/Materials  
(Check all that apply)                     Other \_\_\_\_\_

**Donor Information:** \_\_\_\_\_  
Organization/Company/Individual Name

\_\_\_\_\_ City/Zip Code  
Address

\_\_\_\_\_ Email  
Telephone

**Detailed/Itemized Description of Contribution/Match:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Total Value of Contribution/Match: \$** \_\_\_\_\_

(The value of in-kind contributions must be determined by the donor, not the applicant)

\_\_\_\_\_  
Authorized Signature of Donor

\_\_\_\_\_  
Date