

APPLICANT'S CHECKLIST

Each application for funding submitted to the City of must include the following:

- A cover letter** from the individual or authorized representative of the agency applying for funding. The cover letter should include the following items:
 - (1) a description of the project or program for which funding is requested
 - (2) the amount of funds requested
 - (3) a clear statement of the goal or benefit to the public intended by the project
 - (4) identification of the project's or programs beneficiaries
- If applicant is an agency, a Resolution of the applicant's Board of Directors** approving the application for funding and the form of the Grant Agreement and authorizing a designated representative to execute and deliver the agreement. (Sample attached)
- Completed application form and Exhibits A, B, and C.**
- Exhibit D, one (1) copy of the Agency's audited annual financial statements** for the most recent three years.
- Listing of Agency's Board of Directors.
- Other exhibits** – attach any other pertinent information about your program or project, or your agency in general.



PROVIDE ELECTRONIC PDF APPLICATION
ONE (1) COPY OF FINANCIAL STATEMENTS

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**CITY OF GREENWOOD
APPLICATION FOR GRANT FUNDING**

SUMMARY INFORMATION

Organization:

Amount of Funds Requested:

Objective of the program or project for which funds are requested:

Primary Contact: _____ Email Address: _____

Address: _____

Telephone: _____

STATEMENT OF APPLICANT OR APPLICANT'S DESIGNATED REPRESENTATIVE:

By my signature, I hereby certify that I am the applicant, or the duly authorized representative of the applicant empowered to make and deliver this application for funding from the City of Greenwood. All information provided in this application and its attachments is true and correct to the best of my knowledge and belief. I understand that the provision of false information herein may invalidate the application, or in the event the grant is approved, may result in the revocation of any approved funding and the demand for repayment of any amounts already advanced to the applicant under the Grant Agreement.

Date: _____ Signature: _____

Title: _____

EXHIBIT A. BUDGET OF PROJECT EXPENDITURES

Using the categories listed on the following page, please outline your proposed use of the requested grant funds. If you are budgeting expenditures that do not fit into any of these categories, please explain and attach hereto.

Personnel Services – Number of full-time employees? _____ Part-time? _____

Total expense \$ _____ Amount requested from City of Greenwood \$ _____

Description:

Advertising/Promotional Costs

Total expense \$ _____ Amount requested from the City of Greenwood \$ _____

Description:

Operational Costs

Total expense \$ _____ Amount requested from the City of Greenwood \$ _____

Description:

Capital Costs

Total expense \$ _____ Amount requested from the City of Greenwood \$ _____

Description:

Total Requested \$ _____

EXHIBIT B. STATEMENT OF REVENUES AND EXPENDITURES, ACTUAL AND PRO FORMA

Provide a summary of your financial performance over the last three years and pro forma projections beginning with the year for which funding is requested. You may summarize in any reasonable fashion, but the statement should reflect the financial statements you are providing. If they do not, please attach explanations.

REVENUE	FISCAL YEARS			
	2017 Actual	2018 Actual	2109 Actual	2019 Estimate
TOTAL REVENUE				

EXPENDITURES	FISCAL YEARS			
	2017 Actual	2018 Actual	2109 Actual	2019 Estimate
TOTAL EXPENDITURES				

EXHIBIT C. SCHEDULE OF CASH REQUIREMENTS

(List below the monthly cash requirements you anticipate from the grant.)

<u>MONTH</u>	<u>PLANNED ACTIVITY</u>	<u>CASH</u>
<u>REQUIREMENT</u>		

January		
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		

Total Amount Requested from the City of Greenwood _____ \$ _____

EXHIBIT D. Organization's Audited Financial Statements for the three previous years (or for period of time for which it has been in operation if less than three years.)

Please Note: Organizations requesting funds for the first time should submit all information requested. Other organizations may submit only the most recent available financial information provided that prior financial statements were presented upon previous application.