



## Non-profit Community Support Fund Program Grant Application

<b>Organization:</b>	
<b>Applicant Name &amp; Title:</b>	
<b>Address:</b>	
<b>Event/Project/Program Title:</b>	
<b>501(c)(3) Number:</b> <i>(Include a copy of the IRS Letter w/Application)</i>	
<b>Primary Contact Name:</b> <i>(If other than the applicant)</i>	
<b>E-mail and Phone Number:</b>	
<b>Requested Grant Amount (\$):</b>	
<i>By signing this document, I agree I have read (1) <a href="#">Non-Profit Community Support Program Guidelines</a>, (2) <a href="#">Non-Profit Community Support Program Review and Approval Process</a>, and (3) <a href="#">Non-profit Community Support Fund Program Scoring Rubric</a>. I certify that funds will be used for the purpose specified in the application and supplemental documents. I understand that a final report and summary of the award are due no later than 45 days after the final project is completed or within 12 months from the award. I understand that failure to adhere to all program guidelines could prohibit me or my organization from applying for future funding.</i>	
<b>Signature and Date:</b>	

**A completed application includes all details below from the Project Plan & Description and the Project Budget & Grant Request. Application packets not containing all parts will be considered incomplete.**

### Project Plan & Description

**Attach the following details to the application in a separate file using a maximum of 3 pages)**

- A description of how funding will be used including steps for implementation, schedule for completion, and expected outcomes
- Indicate the anticipated number of Citrus Heights residents served
- List all prior City of Citrus Heights funding awarded (city-administered grants, CDBG funds, etc.) to your organization over the past five (5) years
- Is your organization applying for 2025 CDBG funds and if so, for what amount?
- Attach a copy of IRS Determination Letter verifying non-profit designation

### Project Budget & Grant Request

**Attach the following details to the application: A maximum of two (2) pages.**

- What is the total proposed program/project costs? Detail all current and anticipated funding sources. List other organizations/agencies for which your organization will receive funding for this project.
- For ongoing programs, describe how your organization will fund future expenses.
- How much of the total project costs is your organization requesting from the City?
- Describe how the funding requested serves only Citrus Heights residents

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**Application Submittal Process:** E-mail the signed application packet and all attachments to [communityengagement@citrusheights.net](mailto:communityengagement@citrusheights.net) no later than 4:00 p.m. by August 16<sup>th</sup>, 2024.

***LATE APPLICATIONS WILL NOT BE ACCEPTED***

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***Post Award Reporting Requirements***

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- All City-Administrated Grants and incentive programs require a final project report to demonstrate that the applicant achieved the program's goals and utilized the funding appropriately. This provides a framework for accountability and highlights the organization's worthiness for future funding.
  - All reports are due within 12 months of the project's approval or 45 days after completion. Applicants who fail to provide a final report may be denied future funding.
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