

General Information & Instructions

The City of Hollywood City Commission is now considering applications for General Fund Agency Grants to be awarded to social service agencies that provide services to Hollywood residents during the City's fiscal year 2023, October 1, 2022 through September 30, 2023 (FY 2023). The total estimated funding available for the FY 2023 grant year is \$180,000.

Applications shall be submitted for a one-year grant cycle and are dependent on the following criteria:

- A) Availability of funds from the City's General Fund
- B) Applicant is a non-profit organization with tax-exempt status under section 501(C)(3), 501(C)(4), or 501(C)(6) of the Internal Revenue Code
- C) The City's receipt and approval of all insurance certificates required by the City's Risk Manager
- D) Applicant programs / projects **must align with at least one of the following eight (8) focus areas:**
 - 1. Early Childhood Education
 - 2. STEAM-focused education (Science, Technology, Engineering, Art, Mathematics)
 - 3. Health, wellness or nutrition
 - 4. Shelter and housing
 - 5. Respite care and elder services
 - 6. Diversity and cultural outreach
 - 7. Training and career planning and development
 - 8. Veteran services.

The City of Hollywood reserves the right to determine if submitted proposals are eligible, timely and complete; whether funding requests are appropriate, and all considerations relating to the funding application and requirements have been met. In addition to the information requested in this application, each applicant will be subject to a background inquiry that ensures compliance with the following criteria:

- The applicant's services provide a direct benefit to City of Hollywood residents
- The applicant is fully licensed and insured, if applicable
- The applicant does not have any outstanding liens or fines from the City
- The applicant is not involved in any active litigation against the City
- The applicant does not have any active City Municipal/Fire Code violations
- The applicant is not engaged in any type of adverse activity against the City
- The applicant is in compliance with all Florida, Broward County and City statutes, codes, ordinances and all other rules and regulations



Failure to meet the above criteria will result in the applicant’s disqualification from consideration for a General Fund Agency Grant.

All agencies receiving funding will be required to enter into a contractual agreement with the City, which will specify performance, periodic financial and program reporting requirements.

City of Hollywood funds will be provided quarterly on a **reimbursement** basis to the agency, provided the agency complies with the requirements for documentation as stated in the agreement.

The grant agreement and any specific requests for follow-up information that may be required by the City of Hollywood from the submitting agency is deemed necessary and in the City’s best interest.

All decisions of the City Commission are final and binding.

APPLICATION SUBMISSIONS MUST INCLUDE:

★ **One PDF copy of application and all attachments (attached separately) and one WORD** copy of the completed application submitted by email to astanley@hollywoodfl.org.

ATTACHMENT A	The most recent letter from the Internal Revenue Service (or other evidence) determining the tax-exempt status under section 501(C)(3), 501(C)(4), or 501(C) (6) of the Internal Revenue Code.								
ATTACHMENT B	Letters of community support for the proposed program / project.								
ATTACHMENT C	<p>A current Certificate of Insurance for Commercial General Liability Insurance naming the City as an Additional Insured with not less than the following limits:</p> <table data-bbox="613 1482 1360 1640"> <tr> <td>Products-Comp/Op Aggregate</td> <td>\$1,000,000</td> </tr> <tr> <td>Personal and Advertising Injury</td> <td>\$1,000,000</td> </tr> <tr> <td>Each Occurrence</td> <td>\$1,000,000</td> </tr> <tr> <td>General Aggregate</td> <td>\$1,000,000</td> </tr> </table>	Products-Comp/Op Aggregate	\$1,000,000	Personal and Advertising Injury	\$1,000,000	Each Occurrence	\$1,000,000	General Aggregate	\$1,000,000
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ATTACHMENT D	All pages of the most recently completed and filed IRS Form 990.								
ATTACHMENT E	The most recent audited financial statement. If the agency does not have a certified audit, submit a compilation of financial statements, with income statement and balance sheet for the most recent year.								



FY 2023 GENERAL FUND SOCIAL SERVICE AGENCY GRANT APPLICATION

Submissions must be received via email to astanley@hollywoodfl.org by **Thursday, February 10, 2022 at 3:00 p.m.**



COVER SHEET

Agency Legal Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: (____) _____ Fax No.: (____) _____

Federal Tax ID (EIN): _____

Program Title: _____

Primary Focus Area (select from approved list): _____

Name of CEO or Board President: _____

CEO or Board President Email: _____

Name & Title of Grant Contact: _____

Grant Contact Cell Phone: (____) _____

Grant Contact Email: _____

Application must be signed (in blue ink) by the applicant's CEO, Board President or authorized representative. By signing this application, the authorized representative certifies that the organization for which funding is sought has full knowledge of the grant request and all City requirements, and will solely utilize the funds sought for their stated purpose.

Print Name: _____

Title: _____

Signature of CEO or Board President: _____

Date: _____

I. STATEMENT OF THE AGENCY'S PURPOSE

II. STATEMENT OF THE AGENCY'S MISSION

III. PROGRAM/PROJECT DESCRIPTION:

- a. Please provide a one paragraph description of your program that will be used as the summary description of your program for the review board. Include specific program activities including timeline and program strategies. (250 word maximum)

- b. Beginning program date _____
- c. Ending program date _____
- d. Days and Hours of Operation _____
- e. If your service agency function is to provide financial subsidies enabling your clientele to enroll in other programs, please check this box.

IV. PROGRAM/PROJECT NEEDS AND OBJECTIVES:

Include why the program / project is essential for the residents of the City of Hollywood. What needs will the program / project address? (250 word maximum)

V. ANTICIPATED OUTCOMES:

- a. Describe the anticipated outcomes as the result of this program / project (150 word maximum).

b. Total **non-duplicated** number of **all** clients, recipients or participants expected to be directly served by the proposed program / project in FY 2023. _____

c. Number of **non-duplicated** number of **Hollywood** residents expected to be directly served by the proposed program / project in FY 2023.

Please Note:

- *For item V.c., please provide an estimate of the number of unique residents of Hollywood you expect to serve throughout FY 2023 (October 1, 2022, through September 30, 2023).*
- ***Grant funding, if awarded, may be offered at a lesser amount than requested in this application; however, the number of Hollywood residents to be served that appears on the final agreement will remain the same number as entered above.***

VI. STAFF QUALIFICATIONS:

List the names and qualifications of staff involved in this program / project.

Name	Qualification(s)/Degree(s)	Year(s) of Experience

VII. PREVIOUS BENEFITS AND OUTCOMES:

If the program/project was operating in FY 2021 (October 1, 2020 through September 30, 2021), please provide a year-end statement of that year’s accomplishments, the total number of participants directly served by the program/project in FY 2021 and the number of Hollywood residents directly served by the program/project in FY 2021. If the program/project is currently operating in FY 2022, please provide a year-to-date status update. (250 word maximum)

VIII. COMMUNITY COLLABORATIONS AND PARTNERS:

Describe the roles of collaborating agencies, programs and individuals if applicable. Attach letters of support from collaborators. (150 word maximum)

IX. BUDGET

Using the chart and categories provided, what is the annual program / project cost for FY 2023? Provide the amount of funds requested and secured from other sources or the Agency’s budget for the program/project. This grant is designed to provide supplemental funding for program related activities, so please select the best suited categories for your program / project from among the categories below.

Budget Categories	\$ Amount Requested	\$ From Other Funding Sources	Total Cost of Program
Subsidies or Matching Funds			
Salaries & Benefits or Volunteer Stipends			
Consultants & Professional Fees			
Program Supplies			



Incentives & Consumables			
Transportation, Travel & Admission Costs			
Electricity, Water, Refuse (Feeding & Residential Facilities Only)			
TOTAL =			

What is the estimated cost per Hollywood participant? _____

What is the **minimum** amount of award needed from the City of Hollywood to effectuate the proposed program/project? _____

Estimate of total agency projected revenues and expenditures.

Fiscal Year	Revenue	Expenditures
FY 2023 10/1/2022-9/30/2023	\$	\$

X. OTHER FUNDING SOURCES DETAIL:

List grants received from ALL City of Hollywood sources including the General Fund Agency Grant during the preceding five (5) fiscal years 10/1 through 9/30. Examples of City funding sources would include the Agency Grant Program, the Community Redevelopment Agency, CDBG funding, Police Department grants, etc.

Funding Source	Amount Received FY 18	Amount Received FY 19	Amount Received FY 20	Amount Received FY 21	Amount Received FY 22

XI. PROGRAM/PROJECT EVALUATION:

How will you measure the success of the proposed program/project? (250 words maximum)

XII. ATTACHMENTS:

ATTACHMENT A	The most recent letter from the Internal Revenue Service (or other evidence) determining the tax-exempt status under section 501(C)(3), 501(C)(4), or 501(C) (6) of the Internal Revenue Code.								
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If you have any questions, concerns,
or need additional information please contact:

Angela Stanley at (954) 921-3206
or by email astanley@hollywoodfl.org