



CITY OF ELIZABETH CITY COMMUNITY SUPPORT GRANT 2018-2019 APPLICATION

Investing in the enhancement and future of Elizabeth City

The City of Elizabeth City makes funds available to non-profit, tax exempt, government, or for-profit community support organizations that provide activities, programs, and services to citizens of Elizabeth City, but are beyond the City's ability to fully support. Proposals are sought, which place emphasis on enhancing the health and quality of life of our less fortunate citizens and improving the exposure and access for children to arts and sciences activities and opportunities.

Funds for this grant come from the City of Elizabeth City's General Fund. All Community Support Grant funding will occur during the award process in October. Off-budget funding may be granted in the rare instance that additional funds become available during the grant cycle. The City Council reserves the right to use part of or all of the discretionary funds available to them during the budget year. Money not used will be returned to the General Fund. Each Application must address only one project. Applicants may submit more than one Application as long as each is for a distinct project, with no duplication. Application responses must be individualized for each project.

Technical assistance may be available by contacting the City Manager's Office at (252) 337-6864 for an appointment.

GENERAL GUIDELINES

The City Council determined a priority of services based on the needs of the community. Applications shall be analyzed for funding in accordance with the following priority of needs based on service impacts to the community, duplication of services from other agencies, other sources of agency funding, and presentation critique:

- Arts and cultural activities, including creative and performance arts
- Scientific literacy and exploration
- Basic needs: food and clothing
- Housing/Shelter: non-financial assistance
- Health and medical treatment, including mental health
- Recreation and athletics/sports

The Community Support Grant is a reimbursable grant program. Grant awards are for allowable expenses incurred between November 1, 2018 and June 1, 2019. Invoices for expenses must be submitted to the City for payment. Expenses remaining after June 14, 2019 will not be paid with City of Elizabeth City grant funds.

APPLICATION SCHEDULE & DEADLINES

Applications must be received for time stamp no later than **4:00 p.m. on Friday, September 14, 2018**. Applications **MUST** be mailed or physically delivered to:

Angela Cole, Assistant City Manager
City of Elizabeth City
Administration Department
306 E Colonial Avenue, 2nd Floor
PO Box 347
Elizabeth City, North Carolina 27907-0347

Please be aware of the following important dates for the Fiscal Year 2018-2019 Community Support Grant Program.

ACTION ITEM	DATE
Authorization to Open Application Process	August 13, 2018
Pre-Application Workshop	August 20, 2018
Pre-Application Workshop (Make Up Session)	On / By August 31, 2018
Application Filing Deadline	September 14, 2018
Presentations to Finance Committee	September 20, 2018
Committee Review & Evaluation	September 24 – 28, 2018
Call for Public Hearing	October 8, 2018
Public Hearing & Council Consideration	October 22, 2018
Award Notifications	October 31, 2018

All dates are subject to change. Changes to the schedule will be communicated by electronic mail.

APPLICANT ELIGIBILITY

Organizations that submit an application are required to meet the following criteria:

- Proposed use of funds must benefit residents of the city of Elizabeth City.
- Applicant organizations may be a non-profit, tax exempt 501(c)(3) organization, in good standing with the State of North Carolina, and having an active Board of Directors in compliance with IRS Section 501(c)(3); or may be an unincorporated non-profit association as defined by the North Carolina Secretary of State; or a for-profit business entity registered and in compliance with the North Carolina Secretary of State.
- Must have been programmatically operating for at least one (1) year prior to the application deadline.
- Any property taxes and liabilities due to the City of Elizabeth City must be paid in full.

RESTRICTIONS ON USE OF COMMUNITY SUPPORT GRANT FUNDS

The City of Elizabeth City will not fund the following:

- The duplication of services or programs offered by the City of Elizabeth City.
- Social functions, parties, receptions, fund-raising benefits, refreshments or beverages.
- Licensing fees of any kind.
- Underwriting, investments, bonds, or any financial obligation.
- Interest and/or depreciation on loans, fines, penalties, or costs of litigation.
- Retroactive funding or operating deficits.
- Office equipment or furniture, including computers.
- Purchases that would have been previously supported through government funding.

SUBMITTAL REQUIREMENTS

Applications must be complete at the time of submission. No additional information will be accepted after the deadline date and time unless specifically requested by the City. Applications may not be submitted by facsimile (fax) or by electronic mail (e-mail), since we require an original signature.

Submit one signed and notarized original, and one scanned copy of the entire original application on a flash drive. Please do not submit additional items other than the requested information. Brevity and clarity are appreciated. A cover letter is not required. Do not use staples to bind your documents. Original paper copy must be single-side (print only on one side of the paper).

To have an application considered for funding, applicants must attend the pre-application workshop on **August 20, 2018** and also make a formal presentation to the City Council. The Council-adopted schedule of critical dates will be made available to applicants at the pre-application workshop.

APPLICATION FORMAT

The grant application consists of an application summary page and 15 narrative questions. **DO NOT CHANGE THE FORMAT OF THE APPLICATION SUMMARY PAGE.** The application is designed so that you can write as much as you need to answer the questions. However, please keep in mind that brevity will be appreciated by the Community Support Grants review panel. It is imperative that you review the Grant Instructions before preparing your submission. Only applications that are received on the Elizabeth City Community Support Grant Application for will be considered for funding.

After completing the application, please attach the following supporting documents in the order shown:

- a. Detailed current annual agency budget, including sources of funds. If you are an area-wide agency, please submit only the annual budget for the Elizabeth City office and the services it provides. If you do not have an Elizabeth City office or budget, please indicate the portion of your budget that is designated for or provided to Elizabeth City citizens.
- b. Detailed project/activity budget, including sources of funds.
- c. Copy of the organization's recent financial statements. These must include the Balance Sheet and Statement of Revenues and Expenditures.
- d. List of Officers and members of Board of Directors
- e. Resume of Director or President
- f. Copy of the organization's Constitution and By-Laws
- g. Minutes from the most recent Board of Directors annual general meeting
- h. Copy of the organization's IRS Letter of Determination certifying federal tax-exempt status, if applicable
- i. Copy of the for-profit organization's registration and most-recent certificate with the North Carolina Secretary of State, if applicable
- j. Copy of the most recent audit of your financial records, including the management letter. If no audit has been completed in the last two years, please explain why. Only one (1) copy of the audit is required.

NOTICE OF AWARD

The Community Support Grant application and review process is deliberate but fast-moving. So as to respect the programming and activity constraints of the applicants, City Council will make every effort to determine funding for all applicants by November 1. The proposed Award Notification date for this year is **October 31, 2018**. Applicants will be informed by written correspondence from the City Manager.

NON-DISCRIMINATION POLICY

The City of Elizabeth City does not discriminate against any persons on the grounds of race, color, national origin, religion, sex, age, or disability.

PROVISIONS FOR PERSONS WITH DISABILITIES:

If any person with an interest in applying for Community Support Grant (CSG) funding is a person with a disability, as defined by Section 504 of the Rehabilitation Act of 1974, and who requires an accommodation to participate or take interest, that person must make a request for accommodation to Monica Cole, Human Resource Officer, (252) 335-2499 or email mcole@cityofec.com. Such request shall include a description of the accommodation sought, along with a statement of the impairment that necessitates the accommodation. Any request for accommodation shall be reviewed and a response provided within five business days of receipt of such request. Notice of any accommodation granted will be promptly provided to the requester.



CITY OF ELIZABETH CITY COMMUNITY SUPPORT GRANT APPLICATION SUMMARY

Agency Information			Staff Use Only
Organization Name: North Carolina Blazers		Date & Time Submitted	
Address:			
Director's Name: Antonio Moore	Phone: 3395673	Fax:	
Director's Title: President	E-mail: amoore@ecpps@k12.nc.us		
Website Address:			
Tax I.D. Number: 16-2415896			
Are you tax exempt under IRS Tax Code 501(c)(3)? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> (Please check one)			
Are you a for-profit entity registered with the NC Secretary of State? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (Please check one)			
How long has your organization been in existence? <u>16</u> Years <u> </u> Months			
Who should we contact if we have questions concerning this application?			
Name: Antonio Moore	Phone: 339-5673	E-mail: amoore@ecpps@k12.nc.us	
Grant Request			
Has your organization received funding from Elizabeth City? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> (Please check one)			
If 'Yes' to the above question, please indicate amount, date and purpose. Each year the City appropriates \$3,000			
Total Grant Amount Requested: \$ 3000			
Summary Description of Grant Request (one or two sentences): The City of Elizabeth City pays for two AAU basketball teams to travel to their annual National Tournament.			
Total Number of Clients or Citizens Expected to be Benefit by this Grant: 24			

Indicate type of services to be provided:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Basic needs (food, clothing) | <input type="checkbox"/> Scientific literacy and exploration |
| <input checked="" type="checkbox"/> Housing/shelter (non-financial assistance) | <input checked="" type="checkbox"/> Recreation and athletics/sports |
| <input type="checkbox"/> Medical or mental health | <input type="checkbox"/> Professional development and training |
| <input type="checkbox"/> Arts and cultural activities | <input type="checkbox"/> Other: |

Signatures and Conditions

We certify that to the best of our knowledge the information provided in this application is accurate and complete and is endorsed by the organization that we represent. If our organization receives funding through the City's Community Support Grant, we agree to the conditions below and to any other conditions approved by City Council.

Signatures of Two Authorized Officers from the Board of Directors

Authorized Official's Name:	Title:
Signature:	Date:
Authorized Official's Name:	Title:
Signature:	Date:

Notary Signature and Stamp

Conditions

1. In the event that the funds are not used for the purpose as described in the application, or if there are misrepresentations in the application, all ineligible expenses as deemed by the City shall be repaid to the City of Elizabeth City.
2. If there are any changes in the funding of the request from that described in the application, the funding recipient must provide written notification of these changes to the City Manager for approval by City Council.
3. The organization will make or continue to make attempts to secure funding from other sources as indicated in its application.
4. The organization will keep proper books of accounts of all receipts and expenditures relating to the purchase of the grant funding request. Records to justify expenditures must be maintained by the agency for a period of four years.
5. If the purchase proposed in the organization's application is not started, or not completed, and municipal funds remain on hand, or the purchase is completed without requiring the full amount of municipal funds, or Council directs the funds be returned, these funds will be returned to the City through the City Manager.
6. The City reserves the right to use materials relating to its support of this project in its promotional and advertising campaigns.
7. The organization will hold the City of Elizabeth City harmless from any claim or liability that may arise or result from the operation of any program/project service(s) assisted by the City of Elizabeth City.

NARRATIVE QUESTIONS

1. **Grant Request Budget Summary:** Provide a line-item budget for your grant request, using the categories listed below.

Category	Total Budget	Project/Activity-Specific Budget	City Funding Requested
Personnel Costs	0.00	0	0
Operational Costs	0.00	0	0
Supplies	500	500	0
Travel	7,200	5,200	2,000
Lodging	3,000	2,000	1,000
Other	500	500	0
Total Grant Request	\$11,200	\$8,200	\$3,000

2. **Description of Grant Request:** Please explain your request. Define the who, what, where, and how of the request. You should specifically describe and quantify the services or products to be provided with the grant funds and how these services will be delivered. Include how many clients will be served or participate in the project. If this is a project, state how long it will take to complete it. Where appropriate, please discuss how your grant request fits in with your long-term goals for your clients.

North Carolina Blazers is a private, non-profit, youth sports program serving children, ages 6-18, in the Elizabeth city Pasquotank area. We provided this opportunity to focus on the program, which is to promote youth sport participation, promote healthy development in youth, and increase youth access to teamwork, leadership, and sportsmanship. Every year during AAU the basketball season, the North Carolina Blazers play approximately 50 games during the regular season. Each weekend we travel from as south as Augusta Georgia to as north as Baltimore Maryland to compete against the nation's best in scheduled organized basketball tournaments. Our team consists of 92.3% low to moderate income households and 98.4% from single parent households in which, fees associated with each event can be expensive from parents in these demographics.

3. **Work Schedule:** Provide a proposed schedule for the use of grant funds. The schedule should provide milestones and deadlines for accomplishment of tasks or the delivery of services. These projected milestones and deadlines are a basis for measuring actual progress during the term of the grant agreement. Generally, you should plan to complete all expenditures within 9 months of the start of your grant so that there is time to submit for reimbursement before the expiration of the grant.

At the end of each season the North Carolina Blazers are selected to attend a national tournament. This tournament consisted of over 100 teams. In the past 3 years we have been in the Championship game while winning the tournament in 2013. In order to attend the national tournament, we have to raise funds from parents, businesses, individuals and governmental agencies. Due to the majority of the parent's financial dilemmas, we have the funds raised by June 15th of each year in order to attend this prestigious honorable tournament. The funds requested in fact have been used for lodging and travel, therefore the money allocated would be spent by the end of the tournament in July.

4. **Need Justification:** Explain why your service or project is needed in the community.

Research studies have been conducted with hundreds of thousands of children who participate in sports. Generally, these studies show that youth who participate in organized sports during middle and high school do better academically and are offered greater job prospects than children who do not partake in sports activities. Playing sports also conveys other beneficial outcomes: Girls and young woman engaged in sports are less likely to be overweight or obese, depressed, smoke, use illicit drugs, or have unwanted teen pregnancies. This may possibly be related to the goal of maximizing athletic performance or the goal of protecting sport eligibility or scholarships. Suicide and sexual victimization also is lower in girls and young woman engaged in sport.

5. **Agency Description:** Briefly describe the mission and activities of your organization, and explain how the activities to be funded in your grant request fit in with your other activities. Tell us about your agency mission and its activities to accomplish the mission. Explain how the activities to be funded by this grant fit in with your other activities.

The mission of the North Carolina Blazers to offer amateur sports programs through a volunteer base for all people to have the physical, mental, and moral development of amateur athletes and to promote good sportsmanship and good citizenship. The funds requested for the national tournament will expand opportunities in quality youth sports programs that foster sportsmanship, confidence, discipline, and teamwork. Expand opportunities for national and international amateur sports competition.

6. **Agency Experience:** Describe the experience of the organization in carrying out the type of activities proposed in this application and the length of time the

organization has been involved in providing the proposed services. If the agency does not have prior experience in providing the proposed service, please indicate experience and successes in carrying out similar programs.

North Carolina Blazers has been providing athletic services to the City of Elizabeth City for 16 years. Our coaches are nationally known in football, basketball, and community events. Our coaches have over 50 years of combined coaching and mentoring experience to the youth of Elizabeth City dating back to the 1960's.

7. **Return on Investment.** If City or other public monies have been used in previous years to fund a project of similar type, please report data demonstrating the success of previously funded efforts.

The North Carolina Blazers have mentored over 600 kids and have coached four (4) youth athletes that have are currently playing professionally and forty five (45) have received athletics scholarship.

8. **Duplication of Services:** Describe how your request provides a public benefit not otherwise met in Elizabeth City. If other agencies are providing the same or similar services, please explain why your program should receive funding instead of utilizing other existing similar programs. If your program is a partnership with other local agencies, please explain.

We are the only certified licensed AAU team in Elizabeth City, NC that competes nationally and provide outreach to the youth in our area.

9. **Outreach:** Explain how you conduct outreach to potential clients, particularly the hard-to-reach component of your target population.

We have a strong working relationship with all of the public schools, the Department of Social Services, Mental Health and all local law enforcement agencies that work diligently with us to locate the hard to reach clients that are in need of our services.

10. **Agency Accessibility:** Describe the accessibility of your program and your location to your clients. For example, are you geographically easy to reach? How do your clients get to your facility? What are your hours of operation? Are your facilities handicap-accessible? Do you have bilingual staff? If your proposed activity will be conducted in locations away from your main facility, how will clients access the services?

We have a 15 passenger van that we use to transport clients that are unable to attend our scheduled events. We have events twice a week from 6pm to 8pm that are typically held at one of the local schools in Elizabeth City, NC.

11. **Performance Measures:** Describe how the grant request fits the needs of the population to be served, how the target population's needs are assessed, and what performance measures will be used to evaluate the success of the proposed project.
12. **Funding Sources:** List all efforts to obtain funding for your program from other sources, including all pending or denied applications.

Each year we seek funding from parents, small businesses, and banks in order to meet our financial goal.

If funding is not granted, will the project or service go forward? Yes No

Will the project or service continue after the grant funds end? Yes No
If yes, explain how funding will be provided after grant funding ends.

13. **Volunteers:** Please describe how volunteers will be utilized for the proposed activity and estimate the amount of volunteer time to be dedicated to the activity.

All coaches, mentors, and personnel are Volunteers. The NC Blazers consist of 5 Volunteers and 15 hours per week for 8 weeks total 600 hours.

14. **Partnerships:** List all agencies or organizations with which you are collaborating regarding the services to be provided through this grant request. Briefly describe the extent of collaboration.

City of Elizabeth City - financial assistance

Parents - financial assistance

Pasquotank Schools - referrals

Pasquotank Social Services - referrals

Elizabeth City State - Volunteers

15. **Federal and State Funds:**

State the amount of federal and/or funds (from all sources) received in FY 2017-2018: **\$ 3,000**

Does the amount of federal and/or funds (from all sources) that you expect to receive in FY 2018-19 exceed \$500,000? Yes No

16. Additional Information: Provide any other information that may be pertinent to this application but was not stated in previous questions.