

CITY OF ALAMO HEIGHTS

6116 BROADWAY  
SAN ANTONIO, TEXAS 78209  
210-822-3331  
FAX 210-822-8197



**Community Improvement Grant Application Cover Sheet**

Date of Application: \_\_\_\_\_

Legal Name of Organization Applying: \_\_\_\_\_  
(Should be the same as on IRS determination letter and as supplied on IRS form 990)

IRS Nonprofit Employer Identification Number (EIN), if applicable: \_\_\_\_\_

Year Founded: \_\_\_\_\_ Current Annual Operating Budget: \$ \_\_\_\_\_

Executive Director/Board President: \_\_\_\_\_

Contact Person/Title  
(If different from Executive Director): \_\_\_\_\_

Address (organization location): \_\_\_\_\_

Mailing Address, if different from above: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

Project Name: \_\_\_\_\_

Purpose of Grant (one sentence): \_\_\_\_\_  
\_\_\_\_\_

Beginning & Ending Dates of the Project/Campaign: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_ Total Project Cost: \$ \_\_\_\_\_

Signature:  
Board of Directors Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

Typed Name and Title: \_\_\_\_\_

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## **Fiscal Year 2024 Community Improvement Grant Application**

Please structure your proposal to provide the following information in the order indicated. Use the headings and subheadings provided. Then, in your own words, address the questions and issues posed in the outline. Additional information pertinent to your project should be included. Please be thorough, yet strive for brevity. Although tightly written proposals are preferred, take the space you need to make your case.

### **A. Narrative**

#### 1. Organization Information

- Summarize your organization's history. Must be a 501(c)(3) organization to apply for a grant.
- State your mission and goals, future challenges, and long-range plans.
- Outline current programs and activities.
- Highlight accomplishments.

#### 2. Purpose of Grant

- Describe the proposed program or project.
- Identify the needs/problems to be addressed, target population and number of people to be served by the project.
- Describe your project goals and objectives, and your plan to meet them.
- Provide any descriptions, maps, images, and/or depictions of the project.
- Define the project as a new or continuing program.
- Identify other organizations, partners or funders participating in the project and their roles.
- Provide a timetable for implementation.
- Identify long-term funding resources.

#### 3. Evaluation

- Describe your plan to document progress and results. Interim and final evaluation and expenditure reports will be required for every grant awarded.

### **B. Attachments**

Please include the following attachments in the order indicated:

1. Copy of the current IRS determination letter indicating 501(c)(3) tax-exempt status.
2. Statement verifying payroll tax payments, if applicable.
3. Organizational structure, including:
  - List of officers and directors, including resumes and/or job descriptions of key personnel involved in the project.
4. Proposed project budget & organization finances, including:
  - Project budget by specific line item for expenses and revenues, including in-kind support.
    - Include project portion that would use City funds as well as the total project budget to be funded by all sources.

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- List of amounts committed or requested from non-City sources, including other public contracts, individual contributions and other sources of income supporting the project.
  - Current board-approved annual operating budget, including expenses and income.
  - Most recent audited annual financial statement, if applicable.
5. Letters of support (optional) that substantiate need for the project.

### **Grant Application Evaluation & Award**

Applications for the City of Alamo Heights Community Improvement Grant are due no later than **5:00 p.m. on January 12, 2024**. Applications submitted after the deadline will be returned unopened. Application packets can be dropped off at City Hall with attention to Phil Laney, Assistant City Manager, or emailed directly to Mr. Laney at [planey@alamoheightstx.gov](mailto:planey@alamoheightstx.gov).

Grant funds may not be used for (i) repayment of existing debts, (ii) payment of organizational overhead, (iii) employee salaries or benefits, or (iv) land purchases.

Grant application packets will be reviewed, evaluated and a proposed grant award will be submitted to City Council for final approval. Grant applications will be evaluated on the following criteria:

- Organization goals/experience & project proposal – 40%
- Anticipated project impact – 30%
- Return on (City) investment & leveraged outside funding – 20%
- Project completion timeline – 10%