



***FY2019 Wilmington City Council
Strategic Grant Fund Application for \$5,000 or
more***



NOVEMBER 16, 2017



FY2019 Wilmington City Council Strategic Grant Application for \$5,000 or more

During the Council Strategic Planning Process, Council identified priorities that they believe will move Wilmington forward, which will help guide the Strategic Grant Funding process and will accomplish the following:

**Wilmington City Council
Strategic Planning Process
Priorities**

City Council is committed to working towards a...



Although the primary role of Council is not that of a grant making agency, many of the top priorities identified requires funding commitments. Council appropriates Community Support Funds (Strategic Grant Funds of \$5,000 or more) to non-profit 501c3 organizations to assist the local community with the top priorities identified during the Strategic Planning Process.

The mission of the City Council of Wilmington, Delaware is to:

- Provide visionary leadership in policymaking on quality of life matters
- Develop well-researched legislation that will enable Wilmington government to provide its residents, visitors and businesses with the highest quality of public services in a fiscally responsible manner through cooperative decision-making, strong ethical leadership, open communications and transparency with its public



- Fulfill the critical responsibility of providing a check on the executive branch of City government both through individual City Council Committees, and legislative measures to enhance transparency, accountability and adherence to stated and collectively agreed upon goals for City operations
- Connect with constituents to identify needs in the community and to devise strategies to address those needs, both through legislation and through legislation and through collaboration with the executive branch of City government

Council Strategic Grant Application Process & Timeline for \$5,000 or more:

November 16, 2017 – January 25, 2018, applications are submitted to Council Office

January 25, 2018 – 12:00 p.m. EST., application deadline

January 26, 2018 – February 25, 2018, application review period

February 26, 2018 – applicants are notified of submission for approval by Council

June 1, 2018 – Applicants are notified if approved by Council

- Only one application per entity will be accepted per fiscal year
- Faxes will not be accepted
- Any incomplete application and or missing documentation will not be considered
- The City's fiscal year is July 1, 2018 – June 30, 2019

The City of Wilmington has the right to reject any grant application received that is not either feasible, meets a local need, or serves eligible or intended purpose, and due to limited or no available funds.

Council does not fund the following:

√ Political Activities	√ Deficit Financing/Debt Reduction
√ Religious Activities (religious purposes)	√ Conflict of interest
√ Emergency Housing/Sheltering	√ Capital Projects

Please send completed applications to:

Louis L. Redding City County Building
800 N. French Street, 9th Floor- City Council
Attn: Ms. Marchelle Basnight
Wilmington, DE 19801
CouncilGrant@wilmingtonde.gov



If you have any questions, please contact Ms. Marchelle Basnight, Chief Financial Officer & Policy Advisor for Wilmington City Council at 302-576-2140 or CouncilGrant@wilmingtonde.gov



WILMINGTON CITY COUNCIL STRATEGIC GRANT APPLICATION for \$5,000 or more

Date Submitted: _____

Grantee (Entity) Name: _____

Grantee (Entity) Address: _____

Street	City	State	Zip Code
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Name & Contact for Grant Administrator:

Grantee Telephone Number:

Grantee Email Address:

Type of Grant Request:

- | | |
|---|---|
| <input type="checkbox"/> Youth Program | <input type="checkbox"/> Education Program/Youth |
| <input type="checkbox"/> Community Program | <input type="checkbox"/> Health Awareness Program |
| <input type="checkbox"/> Economic Development Program | <input type="checkbox"/> Other(specify)_____ |

Purpose of Grant / Description (attach grant request letter):

Specify direct benefit of grant request to the local community of Wilmington:

Specify your organization's mission: _____



How long has your organization been in existence? _____

Grant Amount Requested: \$ _____

Specify if the City is the sole funding source: ☐ Yes ☐ No _____

Specify other funding sources, dollar amounts, and whether funding has been received for this program:

Specify if there is a fee for this program: ☐ Yes ☐ No (if yes, please provide details: _____)

Specify how your program will be affected if you receive partial funding:

Specify how your program will be affected if it is not funded:

Specify duration of the program (start date to end date):

Specify the measures that will be used to measure the success of the program:

Specify if your organization is a non-profit and have 501(c) (3) status: ☐ Yes ☐ No
(Must attach copy 501(c)(3) determination letter or equivalent documentation of non-profit status from IRS)

Specify entity's federal tax identification number:

(Must attach copy of W9)

Specify detailed budget for program: \$ _____
(Must attach copy of budget)

Specify if entity has received any grant funds previously from City: ☐ Yes ☐ No _____



If yes, specify amount received from City and Year: _____

Specify if current with debts and obligations due to the City of Wilmington:

☐ Yes ☐ No

If no, specify if you have entered a payment arrangement with the City:

☐ Yes ☐ No (If yes, must attach copy of current payment arrangement)

Specify if entity has a City of Wilmington Business License: ☐ Yes ☐ No (if yes, must attach a copy)

Must provide a disclosure statement identifying any relationship between its board or employees and City elected officials. Is disclosure statement attached:

☐ Yes ☐ No

Provide list of current board members (must attach copy of list).

Is list attached: ☐ Yes ☐ No

Provide copy of most recent audited financial statement report (must attach a copy).

Is audited financial statement attached: ☐ Yes ☐ No

Specify prior experience with the grant proposal services requested:



Council Strategic Grant Fund Requirements for \$5,000 or more:

- Must complete grant application
- Must provide formal detailed grant request letter
- Must document program effectiveness by producing tangible performance and outcome measures for the program
- Must provide annual report identifying how program/activity met goals and objectives (with understanding a report could be requested for quarterly)
- Must provide annual financial report by date provided in the grant award letter to City Council on the program with supporting statistics on overall program results inclusive of a budget justifying all expenditures to CouncilGrant@wilmingtonde.gov as well as any other reports that could be requested (with understanding a report could be requested for quarterly)
- Funds must be used for the purpose of this grant only
- Any unused funds at the end of the grant period must be returned to the City and or you must have prior authorization to use any remaining funds beyond the allotted grant time frame
- If any of the above requirements are not adhered to, the organization will be ineligible for future grants, and could potentially default the remaining year grant funds
- Must adhere to City Code Sec. 2-368 to 2-370 pertaining to any grant applicant seeking funding from the City and to City Code Sec. 2-685 pertaining to City auditing process
- Must be current on all debts obligations to the City of Wilmington
- Must have a valid City of Wilmington Business License
- Must provide copy of W9
- Must provide copy of 501c3 letter or documentation of non-profit status from IRS
- Must sign acknowledge statement pertaining to Ord. # 02-14, Ord. # 17-035, and Ord. # 06-034
- Must provide a disclosure statement identifying any relationships between entity's board or employees and Council Members.
- City of Wilmington has the right to reject any grant application received that is not either feasible, meets a local need, or serves eligible or intended purpose, and due to limited or no available funds.



Administering of Grant Funds

Wilmington City Council will administer the grant funding. Upon approval of grant, the entity will be notified via email or mail. A check will be disbursed contingent upon approval of the grant application, verification of entity being current on all debts due to the City of Wilmington, valid City of Wilmington business license, and that all grant requirements have been met. If entity is not approved for the grant, the entity will be notified via email, mail, or phone. Please refer to grant application timeframe section of application. All documentation must be sent directly to the following address:

Louis L. Redding City County Building
800 N. French Street, 9th Floor- Wilmington City Council
Attn: Ms. Marchelle Basnight
Wilmington, DE 19801
CouncilGrant@wilmingtonde.gov

Acknowledgement Certification:

I certify that I have read, understand, agree, and accept the City of Wilmington grant guidelines established in City Ordinance # 02-014, Ordinance # 17- 035, and Ordinance # 06-034 (refers to City Code Sec. 2-368 through Sec. 2-370, and Sec. 2-685). I acknowledge that the City of Wilmington will not be held liable for any activities associated with the grant funds. I understand that Wilmington City Council will administer these funds.

Name & Job Title Authorized Grantee (Written): _____

Printed Name: _____

Authorized Grantee (Signature): _____

Date: _____

Signature: _____

Internal Office Use Only:

Reviewed by Grant Review Panel (date): _____

Recommended Funding Amount: _____

Request Submitted to Council: _____

Approved by Council ☐ **Yes** ☐ **No (if yes, list Res. # or Ord. # _____)**

Authorizing Signature by President City Council: _____

Date: _____ Authorized Funding Amount: _____



Criteria to evaluate Council Strategic Grant applications for \$5,000 or more:

Factor	Criteria
Grant Purpose/Description	Specific description of activities and connection with needs of local community that will lead to an effective program or project.
Benefit to Community	Must provide direct benefit to the Community. Number of projected participants in the local community. Specify concerns or issues and clearly describe solution to address concerns with supported documentation.
Quality of Proposal/Request	Complete and appropriate amount of requested information in an organized and readable format.
Grant/Program Budget	Clear use of grant funds, specifying all costs and leveraging funding from other sources and substantiated financial support.
Outcome Measures	Specification of quality performance outcomes and how each outcome will be measured
Council Priorities	Significance of the grant request to the top priorities outlined during the Council's Strategic Planning Process
Grant Program Delivery	Applicant capacity to administer the program and applicant capacity to manage budget. Extent of prior experience providing proposed grant services. Feasibility of starting and completing the grant request project in a timely manner.

The above criteria will be used to evaluate grant applications of \$5,000 or more, which correlates with the questions listed on the grant application.

City of Wilmington has the right to reject any grant application received that is not either feasible, meets a local need, or serves eligible or intended purpose, and due to limited or no available funds.



Council Strategic Grant Application Check List:

- ✓ Original completed application. If possible, please send application electronically to CouncilGrant@wilmingtonde.gov . Contact office to acknowledge receipt of application at 302-576-2140
- ✓ Proof of IRS 501c3 status
- ✓ List of Current of Board Members
- ✓ Conflict of Interest Disclosure Statement
- ✓ Request Letter (grant description)
- ✓ Copy of W9
- ✓ Proposed Program Budget
- ✓ Organization Budget
- ✓ Other Funding Sources
- ✓ Copy of Most Recent Audited Financial Statement Report
- ✓ Copy of City Business License
- ✓ If applicable, copy of annual report identifying performance measures and outcomes



Sec. 2-368. Allocation of grants.

Any grant applicant seeking funding from the city in an amount of \$5,000.00 or more must agree to the following:

- (1) To submit a letter of request outlining the intended uses of the funds.
- (2) To submit adequate proof, as determined by the director of finance, that there are no delinquent fees, taxes or other monies that are owed to the city. No grant funds shall be disbursed by the city to any grantee until all delinquent fees, taxes or other monies owed to the city by such grantee have been paid in full, unless the applicant has a payment agreement with the city. No applicant shall be eligible for a grant who is delinquent in payments under a current payment agreement with the finance department's revenue enforcement division.
- (3) To identify a contact person of the applicant who can answer questions regarding information submitted on the application.
- (4) To submit to the city auditor any budget or financial statements (audited when available) and all required attachments thereto.
- (5) To return to the city any grant funds remaining as a direct result of the termination of all or part of the program/activity for which the city funding has been provided.
- (6) Not to dispose of any surplus funds without the prior written approval of the city department providing the grant program.
- (7) To submit to the city auditor and the entity overseeing the grant program a report identifying how the program/activity met its goals and objectives and to provide a financial accounting of the grant program funds. Such reports must be submitted during the grant program on an annual basis, unless a determination has been made by the awarding City entity that reporting of a more frequent nature is required for an individual award of funds, and at the conclusion when all funds have been expended.
- (8) For grants meeting the criteria under this section that are awarded by the Office of the Mayor, City Council or the Office of the City Treasurer, approval by resolution of City Council shall be required, as set forth in Section 2-369.
- (9) Grantee shall acknowledge, via signature, its understanding of and intent to comply with the provisions of this section.
- (10) Failure to comply with the provisions of this section may result in revocation of the grant.



Sec. 2-369. Approval of grant awards.

For grants awarded by the Office of the Mayor, City Council or the Office of the City Treasurer in the amount of \$5,000 or more, approval by resolution of City Council shall be required, unless such grant awards are included as recipient-specific line items in the adopted annual operating budget. Such a resolution shall be prepared by the entity proposing the award of grant funding, and shall be discussed and heard before the City Council Finance Committee before being brought before the City Council for approval. If a single entity is awarded funds on more than one occasion in a single fiscal year, a resolution shall be required for any proposed grant funding award which would result in an aggregate funding allocation of \$5,000 or more for that fiscal year.

Sec. 2-370. Notification of grant awards.

No less frequently than on a quarterly basis, the Office of the Mayor, City Council and the Office of the City Treasurer shall provide written notification to the City Council Finance Committee of all grant awards, excluding scholarships, below \$5,000 unless such grant awards are included as recipient-specific line items in the adopted annual operating budget. Such notification shall contain the following details:

- (1) The name of the individual or organizational recipient(s);
- (2) The amount of funding awarded;
- (3) The stated purpose of the awarded grant; and
- (4) The intended use of the funding.

The City Council Finance Committee shall furnish a template that shall be utilized in reporting grant awards which meet the definition of this Section, and such reports, when filed, shall be made publicly available.

Sec. 2-685 Review of city contracts

a) Authority to audit.

The city auditor and the director of the city department administering any city contract for goods or services to be provided to the city ("city contract") shall have the right to audit any such contract and all books, documents and records relating thereto.

The contractor or vendor in each city contract shall maintain all of its books, documents and records relating to the specific contract during the contract period and for three years after the date of final payment.



The books, documents and records of the city contractor or vendor in connection with each such city contract shall be made available to the city auditor, the city solicitor and the director of the city department administering each such contract within ten days after written request from the city auditor for the same.

- b) *Right to audit.* The city auditor shall have the right to audit any city contract for goods or services to be provided to the city, regardless of its monetary size or purpose.