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***108<sup>th</sup> Session of Wilmington City Council***  
***SPECIAL COMMUNITY SUPPORT IMPACTED BY***  
***COVID 19 Grant for \$5,000 Or More***  
***Application/Process/Guidelines***

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2023 -2024



## Wilmington City Council Priorities

City Council is committed to working towards a...



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



## Purpose of Council Special Community Support Grant Funds Impacted by COVID 19:

- City Administration has agreed to provide One Million Three Hundred Thousand Dollars (\$1,300,000.00) to City Council, via a transfer from the Tax Stabilization Reserve portion of the General Fund Balance to a special fund created hereby, so that Council is able to provide community support grants to entities impacted by the COVID19 pandemic.

## Legislative Action/Process:

- City Council deems it necessary and appropriate to (1) create a special fund for Council to provide community support grants to entities impacted by the COVID-19 pandemic and (2) authorize a transfer of One Million Three Hundred Thousand Dollars (\$1,300,000.00) from the Tax Stabilization Reserve portion of the General Fund to create the special fund.
- Funds are allocated in a Special Fund, which these funds carry over from year to year, **and does not expire at** the end of a fiscal year.
- Each Councilperson is allocated one-time funding of \$100,000.
- Per Ord# 22-031 passed by Council on July 14, 2022, stipulates that the requirements of City Code Section 2-369 **shall not apply to grants made from the Special Fund**, which means any grants of \$5,000 or more **does not require approval** by Resolution of Council, nor does it have to be listed in the annual operating budget ordinance. These funds follow Council's existing granting guidelines established, as well as any additional grant requirements listed in this document.

## Grant Proposal Special Community Support of \$5,000 or more Requirements:

- All grant proposals **MUST have the following** included in the grant proposal request:
  - Statement acknowledging impact that COVID-19 has impacted entity or on its mission/purpose
  - Statement acknowledging the amount of funding requested
  - Statement acknowledging a detailed outlined intended use of funds
  - Statement acknowledging that the organization has no delinquent fees, taxes, etc. debt obligations owed to the City
  - Statement listing the primary contact information for the person managing the grant
  - Statement acknowledging commitment to keeping to a budget, and willing to be audited by the city regarding these funds.
  - Statement acknowledging to return any unused grant funds if their program/organization is terminated
  - Statement acknowledging a commitment to not dispose of any surplus funds without the written approval of the President



- Statement committing to providing an annual final financial report on use of all funds
- Statement disclosure identifying if any relationships between the entity's board or employees and Councilpersons
- Signed letter acknowledging the commitments to the aforementioned statements
- Each Councilperson must sign budget appropriation form
- President of Council is authorized signer for grant application/agreement

**Grant Areas for Community Support Impacted by COVID 19**

- Youth Programs
- Educational Programs
- Community Programs
- Economic Development Programs
- Local Events
- Health Awareness Programs
- Programs for Seniors

**Funding for less than \$5,000**

Follow Council's standard community support guidelines and does not require a grant application, but all entities must provide a formal request by email/mail to your Councilperson and or At-Large Councilperson.

**Council does not fund the following:**

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



**Council Special Community Support Impacted By COVID 19 Grant Requirements \$5,000 or more:**

- Must provide detailed grant proposal letter, inclusive of the 11 required commitment statements
- Must complete grant application
- Must document program effectiveness by producing tangible performance and outcome measures for the program/event
- Must provide annual report identifying how program/activity met goals and objectives (with understanding a report could be requested at any time)
- 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](mailto:CouncilGrant@wilmingtonde.gov) as well as any other reports that could be requested (with understanding a report could be requested at any time)
- 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 grant funds
- Grant Recipient breaches this Agreement, the City shall have the right to exercise any and all remedies at law or in equity, including, but not limited to, the right to (a) seek reimbursement from the Grant Recipient of any portion of the Grant previously distributed to the Grant Recipient, (b) suspend future disbursements of the Grant, (c) reduce the amount of the Grant, or (d) terminate this Agreement
- Must adhere to City Code Sec. 2-368 and 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 debt obligations to the City of Wilmington
- Must provide copy of W9 (entities EIN number)
- 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, and sign grant agreement application
- Must provide a disclosure statement identifying any relationships between the 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,
- Must provide the 11 Grant Proposal Requirements that are listed on page #2 of this document
- Funds are not made payable to an individual/person



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.

**Please send completed application with proposal and necessary supporting documents to:**

Louis L. Redding City County Building  
800 N. French Street, 9<sup>th</sup> Floor- City Council  
Attn: Ms. Marchelle Basnight  
Wilmington, DE 19801  
[CouncilGrant@wilmingtonde.gov](mailto:CouncilGrant@wilmingtonde.gov)

Or

You can email request to a Councilperson which the email contact information is located at [www.WilmingtonCityCouncil.com](http://www.WilmingtonCityCouncil.com)

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



**WILMINGTON CITY COUNCIL SPECIAL GRANT of \$5,000 or More GRANT  
APPLICATION IMPACTED BY COVID 19**

**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:**  
\_\_\_\_\_

<b><u>Type of Grant Request Impacted by COVID-19:</u></b>	
<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 Request-Impact COVID 19/ Description (attach grant request letter):**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Specify direct benefit of grant request to the local community and impact of COVID-19 to Wilmington:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Specify your organization’s mission:** \_\_\_\_\_



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**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:**

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**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:**

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

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

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

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**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 your prior or current experience with the grant proposal services requested:**

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**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. All documentation must be sent directly to the following address:

Louis L. Redding City County Building  
800 N. French Street, 9<sup>th</sup> Floor- Wilmington City Council  
Attn: Ms. Marchelle Basnight  
Wilmington, DE 19801  
[CouncilGrant@wilmingtonde.gov](mailto:CouncilGrant@wilmingtonde.gov)

**Acknowledgement Certification:**

I certify that I have read, understand, agree, and accept the City of Wilmington grant guidelines in this document, and established in City Ordinance # 02-014, Ordinance # 17-035, and Ordinance # 06-034 (refers to City Code Sec. 2-368, 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 acknowledge and agree to the 11 grant proposal requirement statements. I understand that Wilmington City Council will administer these funds.

**Name & Job Title Authorized Grantee (Written):** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Authorized Grantee (Signature):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Internal Office Use Only:**

Authorized Funding Amount by Councilperson \_\_\_\_\_

Council Member Approval:  **Yes**       **No**

Council Person Printed Name: \_\_\_\_\_

Council Person Authorizing  
Signature: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Authorizing Signature by President City Council: \_\_\_\_\_

Date: \_\_\_\_\_ Authorized Funding Amount: \_\_\_\_\_



**Criteria to review/evaluate special Council community grant proposal/application**

<b>Factor</b>	<b>Criteria</b>
<b>Grant Purpose/Description</b>	Specific description of activities and connection with needs of local community that will lead to an effective program or project, and impacted by COVID-19.
<b>Benefit to Community</b>	Direct benefit to the Community and impact of COVID-19. Number of projected participants in the local community.
<b>Quality of Proposal/Request</b>	Complete and appropriate amount of requested information in an organized and readable format.
<b>Grant/Program Budget</b>	Clear use of grant funds, specifying all costs and leveraging funding from other sources and substantiated financial support.
<b>Outcome Measures</b>	Specification of quality performance outcomes and how each outcome will be measured
<b>Council Priorities</b>	Significance of the grant request to the Council's priorities.
<b>Grant Program Delivery</b>	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 is suggested criteria that will be used to assist in evaluating the grant proposal/application, which correlates with the questions listed on the grant application.

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



**Council Special Grant Funds \$5,000 or More, Impacted by COVID 19 Application Check List:**

- ✓ Original completed application. If possible, please send application electronically to [CouncilGrant@wilmingtonde.gov](mailto:CouncilGrant@wilmingtonde.gov) . Contact office to acknowledge receipt of application at 302-576-2140
- ✓ Proof of IRS 501c3 status or non-profit 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*)
- ✓ If applicable, copy of annual report identifying performance measures and outcomes
- ✓ 11 Disclosure/acknowledgement statements to be listed in grant proposal request as listed on page 2 of this document



### **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. 2-370. 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.



### **Reporting on Community Support Funds**

Council's Community (Special) Support Fund allocations will be shared on the Council's website for public view.

### **What types of Organizations May Receive Community (Special) Support Funds?**

Organizations that are non-profit entities may receive funding for amounts less than \$5,000. Organizations that are non-profit 501c3 may receive funding for \$5,000 or more.

### **What types of Organizations May Not Receive Community (Special) Support Funds?**

Organizations that are for-profit, and religious organizations for a religious purpose may not receive Community Support Funds.

### **Public Purpose**

All public funds, however awarded, must be used for a public purpose. In general, a public purpose is defined as an activity or service that is open to all members of the public, regardless of race, creed, gender, sexual orientation, religious affiliation, disability, etc. and which does not promote a religion.

### **Grant Funding:**

Funding is aligned with Council's Strategic Plan, Goals, and Priorities.

### **Conflicts of Interest**

To prevent abuse or misuse of Community (Special) Funds, the following must be adhered to, which is listed in the budget appropriation form signed by each Council Member respectively for each funding request that has been submitted for approval:

- ❖ Council Members are prohibited from using Community (Special) Support Funds for an organization which the Member serves as an employee, officer, or board member (except ex-officio).
- ❖ Council Members, nor any member of a Council Member's immediate family, must not be in any way affiliated with the recipient in a paid or volunteer capacity.
- ❖ Council Members must acknowledge there is no known conflict of interest.
- ❖ For grants of \$5,000 or more, the entity must provide a disclosure statement pertaining to any potential conflicts of interest at the time of their application.
- ❖ Council Members must acknowledge that funds given to religious institutions are for secular purposes only



### **Inappropriate Uses of Funds**

- ✓ Campaign literature, signs or campaign material of any kind, or any activities related to a political campaign.
- ✓ Purchase of tickets for community events by individual Council Members (Council President purchases tickets for these events).
- ✓ Emergency housing, clothing, rent, shoes.
- ✓ Awards for Council members.
- ✓ Donations to organizations which the Council Member or a member of their immediate family is a Board Member, or has a personal connection with, such as employment.
- ✓ Advertisements for individual Council Members.
- ✓ Purchase of media time (cable, regular TV, radio or print).
- ✓ Donations to for-profit making organizations.
- ✓ Donations to churches or religious groups/organizations for *religious* purposes.
- ✓ Burial or funeral expenses.