

# **Village of Cairo, Sales Tax Committee, Area Development Fund**

VILLAGE OF CAIRO

PO BOX 456

CAIRO, NE 68824

## **GRANT GUIDELINES AND APPLICATION PROCEDURE**

### **PURPOSE**

The role of the Village of Cairo, Sales Tax Committee, Area Development Fund Board is to wisely manage the funds entrusted to them by supporting the activities and businesses within the Village of Cairo territory that are consistent with the purpose of the organization. The intent of the Board is to support as many organizations or businesses as possible.

### **APPLICATION PROCESS**

- A completed grant application must be submitted within the deadlines as stated on the back page of the application form.
- Project bids or estimates are required.
- Applications must be submitted and approved prior to the commencement of projects.
- The Board meets quarterly to consider applications. The Board has the authority to support, question, or deny any request.
- Once the Board has awarded a grant, a check will be issued from the Village of Cairo to the organization that completed the application.

### **EVALUATION FACTORS**

The following factors will be considered in the evaluation of all funding requests:

- Is there an established need for the program or project?
- Is it appropriate for the Board to award a grant for the requested purpose or are there more compatible sources of potential funding?
- Does the Village of Cairo, Sales Tax Committee, Area Development Fund Board have adequate resources to effectively respond to this need?
- Does the award benefit an adequate number of Cairo area residents?
- What other fundraisers are being pursued to support this project?
- Did the organization demonstrate resourcefulness by investing its own money into the project, or by obtaining funding from other organizations or resources?

### **ELIGIBILITY**

- Grants will only be awarded to organizations or businesses located in Cairo or Cairo area.
- Grant funds will be eligible for 12 months after funds are approved. If funds have not been dispersed, within the 12 months, the grant will be cancelled. Grant could be resubmitted.
- Grants to church schools and preschools may be considered if the organization is open to the public.

- The maximum grant that may be awarded to an organization within a 12-month time period is \$3,500. Multiple grants within a 12-month time-period are allowed, as long as the \$3,500 maximum is not exceeded.
- The ultimate beneficiary of the grant must be identified in the grant application.
- Projects with expenditures of \$10,000 must indicate their additional fundraising efforts. The Board will provide more consideration to those applicants who have successfully carried out additional fundraising.

**GRANTS THAT WILL NOT BE CONSIDERED INCLUDE:**

- Grants to individuals or small groups.
- Projects which do not provide an ongoing benefit to community.
- Grants to foundations or other non-profit organizations that do not designate a project.
- Grants for any political purposes.
- Grants for scholarships.
- Grants for sponsorship of camps, tours and trips.
- Grants made directly to school districts; private or public.
- Grants for maintenance or upkeep (ball fields, playgrounds, parks, etc).
- Grants for advertising, marketing printing costs or printed materials.
- Grants for training or seminars.
- Grants for wages.
- Grants for celebrations or entertainment.
- Grants for presenters or speakers.
- Grants for uniforms or clothing.
- Grants for post prom events.

The Board of the **Village of Cairo, Sales Tax Committee, Area Development Fund** reserves the right to modify these guidelines as it deems necessary.

**REV 7/2020**