



CARROLLTON
TEXAS
Community Funding Application

Funding Application for Fiscal Year 2025
October 1, 2024 - September 30, 2025

All applications must be received no later than 11:30am on Friday, June 7, 2024

I. Background Information

1) Organization:

Contact Name:

Title:

Address:

Telephone:

Email Address:

Website:

What best describes the purpose of the organization?

Services

Events

Arts Program

Special Project

Major Events

Organization Formation Date:

2) Is the organization a non profit organization that qualifies for tax-exempt status under Section 501 of the Internal Revenue Code? YES NO

3) Has any members of the Board of Directors of the organization been involved with any personal business transactions with a member of the City of Carrollton (including City Council) during the past 12 months? YES NO

If Yes, please briefly describe:

4) Is a member of the City of Carrollton (including City Council) a member of your Board of Directors or an Officer within your organization? YES NO

If Yes, please briefly describe:

5) Briefly Describe the mission or goals and objectives of your organization?

II. Financial Information

1) Funding Amount requested: \$

Note: Allowable amounts for the Program is defined in the City's Community Funding Policy.

2) Please briefly describe impact if only partial funding is available.

3) Does the organization request support from in-kind services from the City of Carrollton (i.e. event support)? YES NO

If yes, please briefly describe:

III. Insurance Information

1) If necessary, will your agency be able to provide proof of required insurance as noted in the contract? YES NO

IV. Signature/Certification:

- Recipient is subject to all Community Funding Program requirements including submittal deadlines and payment disbursement requirements.
- Every Community Funding application is considered individually and on its own merit.
- Awards will be given to organizations and activities that directly benefit the residents of Carrollton.
- Funding is not immediately available to the recipient; and requires completion of a contract upon approval. Please allow time for checks to be processed.
- The awarding of Community Funding does not constitute an automatic annual allocation.
- The recognition for Community Funding should accrue to the City of Carrollton.

I hereby certify the information contained in this application is true to the best of my knowledge and belief.

(E) Signature

Date

Typed Name

Guidelines for Submitting Funding Assistance Request

The Community Funding Policy and Procedures are found on the City's Website at: cityofcarrollton.com/budget

Please complete the application form and attach one copy of each of the following:

- For Service Organizations, please continue to Addendum A.
- For Events, Arts, or Special Project, please continue Addendum B.
- For Major Events, please continue to Addendum C.
- Literature about the organization.
- Annual budget and operating report (summary of funding sources, services and activities).
- Audit report or financial statements containing statement of assets, liabilities and fund balances.
- A copy of all state and/or federal tax exemptions.
- A copy of the first page of the most recent IRS Form 990. IRS Form 990 is a public record.
- Print out of Status Verification from Internal Revenue Service's website <http://apps.irs.gov/app/eos/>
- List of board of directors, officers and staff.
- List of top five funding sources.

Application packets must be submitted by June 7, 2024 by 11:30am

City of Carrollton
Budget & Management Analysis
1945 E. Jackson Road
Carrollton, Texas 75006

(972) 466-3494 (phone)

ManagementAnalysis@cityofcarrollton.com

Thank you for your interest and cooperation. After successful completion of the application, the Budget & Management Analysis Team will contact you regarding the next steps.

Community Funding Application
Addendum A
Service Organizations

Organization Name:

Scope and Services of Community Involvement

How many Carrollton residents did you directly provide services to in the past year?

What services does your organization provide to Carrollton residents?

Please explain how the grant funding will specifically benefit Carrollton residents.

Community Funding Application

Addendum B

Events, Arts or Project Organizations

Organization Name:

Scope of Community Involvement

Which of the following best describes your program:

Cultural special event/art that encompasses creative expressions through theater, music, dance, art, and similar artistic endeavors that showcase or celebrate the City's ethnic diversity.

Educational Special Event/Art that provides informational programs relating to ethnic, cultural, health, recreational, environmental or other similar interests to bring attention to the City.

Special Project that will enhance the cultural, recreational, environment or similar project to bring attention to the City.

Describe the special event, art or project and its benefits to the City of Carrollton. Please include location, estimated size of space to be used, audience and marketing plan (if applicable).

Describe the administrative oversight of the activity.

For Special Events only please provide the following:

Total Attendance for last year's event:

How was attendance calculated: Ticket Sales Headcount (by who:)

Estimated Attendance for the upcoming year?

For Special Projects only, does the project require ongoing maintenance or upkeep? If yes, please explain how this will be managed.

Community Funding Application
Addendum C
Major Events

Organization Name:

Scope of Community Involvement

Please provide an overview of the major event. Please include location, estimated size of space to be used, audience, and marketing plan.

Describe the administrative oversight of the event.

Provide an economic analysis of the impact of the major event to the City of Carrollton.

If additional space is needed, please provide answers on a separate page.