



**City of Miami
Community Organization
Application for Fiscal Year Funding
(20____ - 20____)**

All areas must be completed on this form, even if an attachment is provided.

1. **Organizational Information (Due February 1st - The “mailbox rule” shall not apply; applications must be *received* in the office of the City Clerk by the due date.)**

Date: _____ FY: _____

Name of Organization: _____

Organization FEIN: _____

Chairperson: _____ Phone: _____

CEO: _____ Phone: _____

Point of Contact: _____

Address of Organization: _____

Email: _____ Fax: _____

2. **Organizational Mission Statement:**

3. **How has the need for this service/project been determined?**

4. **Funding request for upcoming fiscal year: \$_____**

5. **What percentage of proposed City funding makes up your next year’s budgeted revenue:
_____%**

6. **Funding approved from City last fiscal year: \$_____**

7. **Current fiscal year organizational budget: \$_____**

8. **Proposed fiscal year organizational budget: \$_____**

9. In detail, please list your organizational goals for the upcoming FY Year:

10. Number of Miami residents served: _____

11. In detail, please describe how funds from the City will be utilized in your operations or for which projects they will be used to accomplish these goals.

12. List other funders that have been contacted and funds requested, received, and circle "NEW" if it is new funding (attach second pg if needed):

Name: _____ \$ Requested: _____ \$ Rec'd: _____ **NEW**

Name: _____ \$ Requested: _____ \$ Rec'd: _____ **NEW**

Name: _____ \$ Requested: _____ \$ Rec'd: _____ **NEW**

13. Name other organizations with which you are collaborating to ensure the success of your program:

14. Describe how you will work with the above organizations:

15. Does any other organization duplicate your service? No Yes _____

16. In detail, how will you measure and evaluate the benefit of your program?

17. In detail, please list and explain the goals from the previous year that were accomplished.

18. Please list last year's City funded projects and how they were accomplished.

Funding Guidelines



Eligible for Funding

Includes but is not limited to the following:

1. Not-for-profit organization (written proof of not-for-profit status required at time request is submitted)
2. Providing services to residents of the City of Miami
3. Actively seeking other sources of funding
4. Able to provide proof of financial responsibility
5. Evidence of need for service or project
6. Number of local residents served
7. Quality of management (established track record, proposal well thought out and clear)
8. Evidence of clear goal and expected outcomes
9. Uniqueness of service (no duplication)
10. Evidence of financial need
11. Organization's sustainability plan
12. Indicated involvement from other community partners
13. Fit with council priorities

Eligible Expenses

Cost to provide service to Miami residents:

1. Special projects/programs/events
2. New projects/programs
3. Capital costs

Ineligible Expenses

1. Activities restricted to people of specific religious or ethnic groups
2. Annual fundraising campaign
3. Debt retirement
4. Salaries
5. Expenses related to attendance at seminars, workshops, symposiums, or conferences
6. Agencies which primarily fund other organizations

Conditions and Signatures



Name of Organization: _____

Conditions

1. If there are any changes in the funding of the project from that contemplated in the application, the municipality will be notified of such changes through the Miami City Manager.
2. In the event the funds are not used for the project or programs as described in the application, or if there are misrepresentations in the application, the City of Miami may demand repayment of the full amount of the financial assistance.
3. The Organization will make or continue to make attempts to secure funding from other sources.
4. The Organization will keep proper books of accounts of all receipts and expenditures relating to the project or program.
5. The Organization will make available for inspection by the municipality or its auditors all records and books or accounts of the Organization upon request from the municipality. An audited statement may be required.
6. If the project or program proposed in the Organization’s application is not commenced, or not completed, and there remain municipal funds on hand; or the project or program is completed without requiring full use of the municipal funds; such funds will be returned to the City’s general fund on June 30 of the contracted fiscal year.
7. The project or program may not be represented as a municipal project or program, and the Organization does not have the authority to hold itself out as an agency of the municipality in any way.

We certify that to the best of our knowledge the information provided in this municipal funding request is accurate and complete and is endorsed by the organization we represent. If our organization receives municipal funds we agree to the conditions set out above and to any other conditions approved by Council. (Signature of Executive Director and Board Chairperson or Signing Officer for the Board)

Signature of Authorized Organization Officer	Print Signature	Date
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Please provide:

1. A fully completed application
2. Financials for most recently completed fiscal year
3. Annual report OR state “we do not generate an annual report.”