



## 2020 Burlington Grant Program

### Non-Profit Applicants

*"Our community is enriched by those that want to enhance Burlington's arts and culture, community development, environment, beautification and more. We are blessed with natural beauty, dedicated volunteers and passionate residents who work tirelessly to make our city the destination that it is."* Jeannie Hefty, Mayor, City of Burlington

### 1. Grant Eligibility

A. Non-Profit Eligibility. Please check one or more of the following questions:

- Will this grant assist with an expansion of your business to be demonstrated with the creation of at least one full-time equivalent job?
- Are you a non-profit organization that serves Burlington through one of the following programs?

Arts and Culture  
Community Development  
Education  
Environment  
Safety

If you answered yes, then please proceed with the grant application.

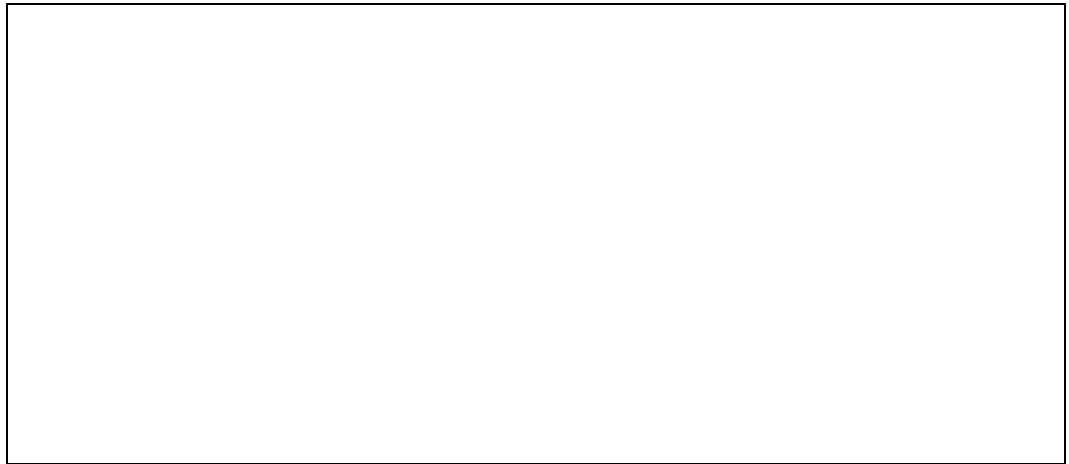
### 2. Eligible Non-Profits may apply for a grant up to \$10,000 for one or more of the following eligible uses:

- To address a community wide opportunity to advance one or more of the projects listed under Grant Eligibility (above)
- Demonstrate the ability to achieve and sustain significant and long-term impact
- Possess well-defined objectives and measurable outcomes that improve the quality of life in our community
- Include financial commitments from funding organizations other than the City of Burlington
- Illustrate plans for long-term sustainability that do not depend on recurring support from the City of Burlington grant program

## **Grant Application**

1. Non-Profit Name:
  
2. IRS Letter of Determination (attach)
  
3. Non-Profit Address:
  
4. Name and Title of Contact Person:
  
5. Contact Person Telephone Number:
  
6. Contact Person Email:
  
7. Number of Permanent Employees:
  
8. Annual Operating Budget:
  
9. Who referred you to this program?
  
10. Brief description of your organization.

11. Brief description of the project

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12. Provide itemized consultant costs, including a total and amount being requested from the matching grant program below:

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13. Brief description of how your project will be measured as successful

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14. Is your business currently impacted by the Foxconn Development? Or do you anticipate an impact in the future, if so, please explain.

### **Applicant Responsibility**

- A. Processing Fee – 1.5% of the approved grant amount will be due at the time of the grant approval. For example, a \$10,000 grant would have a \$150 processing fee. Fees are due within 10 days of the approval date to ensure grant funds are reserved.
- B. Timing – a complete grant application must be submitted and approved prior to the expenditure of funds. Completed grant applications should be submitted to RCEDC who will seek approval from the City Administrator and RCEDC Loan Advisory Committee. If approved, will seek final approval from City Council.
- C. No Adverse Findings – The applicant and operating company must not have any derogatory findings on Wisconsin Circuit Court Access or the Wisconsin Department of Financial Institutions.
- D. Grant Limitations – The applicant understands that no more than 50% of the total eligible costs, or \$10,000, whichever is less can be reimbursed. Specifically, if the total eligible costs equal \$10,000, no more than \$5,000 will be reimbursed. If the total eligible costs equal \$40,000, no more than \$10,000 will be reimbursed. Matching grants will be awarded based on first come first serve basis to eligible businesses using grant dollars on eligible activities.
- E. Annual Grant Application Deadline – Complete applications with all required materials must be submitted by November 30, 2020.
- F. Invoices and Payment Record Deadline – Applicants must submit all invoices and payment records within 90-days of grant approval or by January 25, 2021, whichever is sooner, or the remaining grant funds will be forfeited.

- G. Grant Reimbursement – The approved applicant must submit detailed invoice copies and proof of payment (i.e., canceled check, credit card statement, etc.). Additional information may be requested. The applicant is limited to one reimbursement request for the award.
- H. One year after reimbursement – The approved grant recipient must agree to submit a memorandum on company letterhead that identifies the results of this grant program that aligns with one or more of the Eligible Uses found in Section VIII of this application.

**Limited funding is not able to support all activities. Applications will be reviewed on a first-come-first-serve basis.**

Signature	Name and Title	Date
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