

Village of Cairo, Sales Tax Committee, Area Development Fund

VILLAGE OF CAIRO

PO BOX 456

CAIRO, NE 68824

Email Grant Requests to:

Village of Cairo cairovillage@gmail.com

Brobertson_2@hotmail.com

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 any Cairo Village Non-Profit organization that completed the application.
- Once the Board has awarded a grant, a check will be issued from the Village of Cairo to any For-Profit organization that completed the application after the Project requested in Grant is complete and the Village of Cairo has the receipts.

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.
- Grants are capped at \$3,500 for grants not directly related to the Village. Grants directly related to the Village will be reviewed and approved according to need.
- Grants are based on a rolling calendar year.
- 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 preschools may be considered if the organization is open to the public.
- 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.

REVISED 4/2021

What is the total cost of your project? Bids or Estimates Must Be Included with Application.

\$ _____

Amount of Funds Requested: \$ _____

A copy of a vendor bid must be included with this grant application.

If Awarded A Portion of the Funds Requested, How Would the Remaining Project Cost Be Paid For?

As of the date of this application, how much money have you raised for your project?

\$ _____

List Other Sources of Funding You Have Asked or Applied for to Complete This Project.

How Will This Project be Accomplished? (who, what, when, etc.):

How Will the Project Benefit the Community?

The information contained in this statement is for the purpose of obtaining funding from the **Village of Cairo, Sales Tax Committee, Area Development Fund** on behalf of the undersigned. Each undersigned understands that the information provided herein is used in the decision to grant funding and each undersigned represents and warrants that the information provided is true and complete and that the **Village of Cairo, Sales Tax Committee, Area Development Fund** may consider this statement as continuing to be true and correct until a written notice of a change is provided. The **Village of Cairo, Sales Tax Committee, Area Development Fund** is authorized to make all inquiries they deem necessary to verify the accuracy of the statements made herein.

The grant recommendation of the Sales Tax Committee does not guarantee funds. The Village of Cairo Board has the final approval for all grant requests.

All grant applications must include the following items:

- Completed application with contact information
- Written or typed vendor bid or cost proposal on the project.

If you have any questions, please call the Village of Cairo office at 308-485-4400.

***Email Completed Application to Village of Cairo (clerkofcairo@gmail.com) and Barb Robertson at brobertson_2@hotmail.com; or mail to: PO Box 456, Cairo, NE 68824

Yearly Application Deadlines & Board Meeting Dates (subject to change)

	1 st QUARTER	2 nd QUARTER	3 rd QUARTER	4 th QUARTER
Application Deadline:	March 31, Current year	June 30, Current year	September 30, Current year	December 31, Current year
Village of Cairo Board Meeting:	April/ May/ June	July/August/ September	October/ November/ December	January/ February/ March

Grant Application – Village of Cairo.docx

Revised: March 2021