



Commissioners of Poolesville

Grant Application

Introduction

The Commissioners of Poolesville's Grant Program is a funding source designed to assist non-profit organizations in projects and/or events specifically intended to benefit the Town of Poolesville and its citizens. Commissioner grants are funded through Poolesville's General Fund and are appropriated contingent upon the availability of funds. The Following is information on "mini" and "major" grants and instructions for completing the grant application package.

Mini Grants

Applications for "mini" grants must not exceed \$2,500.00. These grant application packages are accepted year-round and awarded contingent upon project eligibility and availability of funds. Each applicant is required to give an oral presentation to the Commissioners in conjunction with the written application.

Major Grants

Grants exceeding \$2,500.00 are considered major and are accepted and reviewed during the Town's budget process. Application deadline for major grants is January 31 of each year for awards granted in July of the following fiscal year. Awards are contingent upon project eligibility and availability of funds. Each applicant is required to give an oral presentation to the Commissioners in conjunction with the written application.

Project Eligibility

All applications are evaluated based on the organizations clear demonstration of how the event/project will:

- Benefit the citizens of Poolesville;
- Address specific needs in the Town and for its citizens;
- Help build and strengthen the community;
- Meet the objectives for which funding is requested; and
- Involve as much possible local citizens and resources.

In addition to the above criteria, the successful applicant shall demonstrate how the funds will be spent.

Requests for donations to programs must primarily benefit Poolesville citizens. Funding requests for events designed to raise money for programs outside Poolesville, must detail event expenditures, how funds will be utilized and how the event ties to the criteria above.

Grant Terms and Conditions

All grant funds generally must be spent in the fiscal year awarded. A written report detailing expenditures and project/event success must be submitted to the Commissioners of Poolesville prior to the end of the fiscal year in which the funds were allocated.

Recipients of funds are required to provide appropriate acknowledgement of the Town's assistance in any advertisements or publications.

5. **Results,** Who will prepare financial reports showing expenditures and how will the success of your project/event be measured _____

Applicants Signature

Date