



## Application for Community Investment

### Instructions

Please be sure to review the Community Investment Process Guidelines before completing this application. Please keep your answers as brief and complete as possible. You may attach supplemental pages; however, attached information should be specific to this request.

**All applicants:** Please complete the application in its entirety. Funding decisions will be based on the information contained in this application. Please note that GRU reserves the right to decline funding or fund the proposal at any level below the requested amount. **The maximum amount awarded will not exceed \$2,500.**

### I. All Applicants: Complete Section I.

Name of Organization: \_\_\_\_\_

Federal Tax Identification Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Organization Web Address: \_\_\_\_\_

Executive Director (Mr. Mrs. Ms. Other): \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Primary Contact, if other than Executive Director (Mr. Mrs. Ms. Other): \_\_\_\_\_

Title: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

1. Amount Requested: \$ \_\_\_\_\_ Date of Application: \_\_\_\_\_

2. Type of Request (check one): ☐ Operating ☐ Event Sponsorship ☐ Program ☐ Project

☐ Other \_\_\_\_\_

3. If the request is not for operating support, briefly describe the program, project, or event for which the organization seeks support. \_\_\_\_\_

4. Of the following funding categories, which most appropriately identifies the purpose for which funds are being requested?

☐ Children & Youth ☐ Immediate Needs ☐ Health & Wellness ☐ Quality of Life\*

\*Quality of Life includes, but is not limited to, recreational, entertainment, and artistic purposes.

5. Has the organization received funds/in-kind support from GRU in the last three years? ☐ Yes ☐ No

If yes, please list dates and amounts.

Date: \_\_\_\_\_ \$ \_\_\_\_\_  
Date: \_\_\_\_\_ \$ \_\_\_\_\_  
Date: \_\_\_\_\_ \$ \_\_\_\_\_

Has the organization received funding from the City of Gainesville in the last three years? ☐ Yes ☐ No

If yes, please list dates and amounts.

Date: \_\_\_\_\_ \$ \_\_\_\_\_  
Date: \_\_\_\_\_ \$ \_\_\_\_\_  
Date: \_\_\_\_\_ \$ \_\_\_\_\_

Is the organization pursuing funding/in-kind support from the City of Gainesville? ☐ Yes ☐ No

6. Please list any GRU employees involved in your organization and their roles. \_\_\_\_\_  
\_\_\_\_\_

7. Does the organization receive support from United Way? ☐ Yes, \_\_\_\_\_% of budget ☐ No

8. Please provide a brief overview of the organization: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Of the clients you serve, what percent are in the following categories?

**Income**

Do not track	<input type="checkbox"/>
Less than 50% of area median income*	_____ %
Between 50% - 80% of area median income*	_____ %
Between 80% - 100% of area median income*	_____ %
More than 100% of area median income*	_____ %
Total	100%

*\*Area median income information can generally be found at the following web site:*

[www.huduser.org/datasets/il.html](http://www.huduser.org/datasets/il.html)

**Ethnicity**

Do not track	<input type="checkbox"/>
American-Indian or Alaskan Native	_____ %
Asian or Pacific Islander	_____ %
Hispanic	_____ %
White, not of Hispanic origin	_____ %
Black, not of Hispanic origin	_____ %
Other (specify) :	_____ %
Total	100%

**Gender**

Do not track	<input type="checkbox"/>
Female population	_____ %
Male population	_____ %
Total	100%

## II. Financial Information

1. The organization's current year budgeted expenses of \$ \_\_\_\_\_  
are \_\_\_\_\_% ☐ higher ☐ lower than the previous year's actual expenses.

2. During the current fiscal year \$ \_\_\_\_\_ or \_\_\_\_% of the total expense budget is for administrative/overhead and fundraising expenses.
3. Has the organization experienced an operating deficit (i.e., expenses exceeded revenues) in the last two years? ☐Yes ☐No If yes, what was the amount of the deficit?

Year \_\_\_\_\_ Deficit \$ \_\_\_\_\_

Year \_\_\_\_\_ Deficit \$ \_\_\_\_\_

Please explain the deficit(s) above and the plan for reducing or eliminating it. \_\_\_\_\_

### Program, Project, or Event Information

1. What are the timelines for the program/project/event and for fundraising? \_\_\_\_\_
2. What is the expense budget for the program/project/event? \$ \_\_\_\_\_
3. To date, what percentage of the expense budget has been secured? \_\_\_\_%
4. **ATTACHMENT.** Provide a list of all project funding that has been secured, as well as funding that is pending, and funding requests that have been declined. Include the amount of each funding source/request.
5. How does this effort address a community need? Please describe the community and clients that will benefit. \_\_\_\_\_
6. Please explain how you have measured or will measure the success of the program/project. For events, please provide prior year and projected attendance for the current year.

### III. Required Attachments for All Applicants

Please enclose one copy of each of the following items:

- ☐ 1. Cover letter
- ☐ 2. A copy of your current IRS determination letter indicating tax exempt 501(c)(3) status
- ☐ 3. Board of Directors list, including names, phone numbers and affiliations
- ☐ 4. Annual report, if available, or other material summarizing activities of the organization
- ☐ 5. Current year itemized operating revenue and expense budget for the organization
- ☐ 6. Most recent audited financial statements or IRS Form 990
- ☐ 7. A list of major corporate and foundation donors for the past two years
- ☐ 8. A one-page summary of the organization's three major core programs or activities
- ☐ 9. Budget of program, project, or capital campaign

### Authorization

*The undersigned certifies that they are authorized to represent the organization applying for funds and that the information contained in this application is accurate. The undersigned agrees that if funding is awarded to the organization:*

- (1) *The funds will be used for the purpose outlined in the application and may not be expended for any other purpose without prior written approval from GRU,*
- (2) *information about the organization and any funding provided by GRU may be used by GRU in any published materials.*