



City of Martinsburg
West Virginia

232 N. Queen Street
Martinsburg, WV 25401
304-264-2131
Fax: 304-264-2136

FUNDING REQUEST
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
FY 2012-2013 (JULY 1, 2012 - JUNE 30, 2013)

Attachments: CDBG Program Information packet including information about Eligible Activities, National Objectives and Outcomes, Performance Measures and 2000 Low/Moderate Income Areas Map.

Organization Name: _____

Mailing Address: _____

Physical Address: _____

Contact Person/Title: _____

Tel: _____ Fax: _____ E-mail: _____

Is this organization registered as a charitable organization under Section 501(c) (3) of the Internal Revenue Code? No Yes

Federal Tax ID Number: _____ D-U-N-S Number _____

Year incorporated as a West Virginia Nonprofit: _____

Name of Project/Program for which CDBG funds are requested:

Project/Program Location (include street address, neighborhood or area served):

Amount of CDBG Funds Requested: _____ Total Project _____

Project Start Date: _____ Completion Date: _____

2. PROJECT BUDGET AND FUNDING:

Project/Program costs will be funded with the following sources (Source and Amount):

ADD ADDITIONAL LINES IN BUDGET IF NEEDED

<u>Source</u>	<u>Committed Yes/No</u>	<u>Amount</u>
1. <u>CDBG Funds</u>		
2. _____		
3. _____		
4. _____		
TOTAL Project Budget		_____

Annual Organization Operating Budget: _____

ATTACH WORK WRITE UP AND COST ESTIMATES FOR PUBLIC FACILITY IMPROVEMENTS

3. PROJECT OBJECTIVES AND OUTCOMES

This project or activity is: (Select only one)

- Public service for low income persons (more than 51% of clients are low income)
- Improvement of a public facility that serves low income persons or special needs populations
- Providing housing improvements or handicapped accessibility for low income persons
- Promote housing opportunities or supportive services for the homeless
- Promote housing to address special needs populations
- Economic Development/New Job Creation
- Promote workforce development or create new job opportunities for the unemployed/underemployed
- Infrastructure improvements

Number of low and moderate income people served annually by this project: _____

Describe the Project/Program and the Beneficiaries served (number of persons served, income level, service area, etc.): Attach not more than one additional page if more space is required.

4. Organization and Service/Program Description

Organization Legal Name:

1. Organization Mission Statement or Purpose:

2. Describe the services/programs provided by your organization:

3. Describe how your organization reaches its clients/consumers. How do clients access your services and programs?

4. Demographic and economic characteristics of clients/population served:

5. What records are maintained about client intake, client characteristics, services provided?

6. How do you use volunteers (if any) in your organization? What training is provided to them?

7. What are your days and hours of operation?

8. What are the responsibilities of the Board of Directors?

The undersigned certifies the information contained herein is true, correct and complete to the best of his/her knowledge and belief. The applicant further understands that the application is a request and there is no guarantee, expressed or implied, that funds will be provided to the applicant. All organizations awarded federal funds will be subject to federal and local regulatory compliance.

Submitted by

Typed/Printed Name

Title

Signature

Date Signed

Attach a copy of the following items:

- Organization Budget for current year showing sources of funds and types of expenses.
- Commitment letters from non-CDBG sources or evidence of application for funds, if available
- Most recent financial audit or statement, including balance sheet and income statement
- Most recent IRS Form 990 submittal (or tax return)
- Most recent annual report
- Current Officer and Board Member list
- List of Staff and/or volunteers working on this project
- Articles of Incorporation (if not CDBG funded in last 3 years)
- IRS Determination Letter (if not CDBG funded in last 3 years)
- Any other appropriate information about your project or organization (annual reports, maps, brochures, newsletters, news articles, etc.)

Applications are due by 4:00 P.M. on Tuesday, January 31, 2012.

Provide one (1) original and one (1) copy of application and attachments NOT STAPLED or BOUND. Applications and attachments should be in an 8-1/2" x 11" format. Applications may be submitted electronically at pmcmillan@citymartinsburg.org.