

**FUNDING REQUEST
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
FY 2016 (JULY 1, 2016 - JUNE 30, 2017)**

Attachments: CDBG Program Information packet including information about Eligible Activities, National Objectives and Outcomes, Performance Measures and 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:

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

Amount of CDBG Funds Requested: _____

Project Start Date: _____ **Completion Date:** _____

2. PROJECT BUDGET AND FUNDING: INCLUDE FUNDING ONLY FOR THIS PROJECT or ACTIVITY – NOT THE ORGANIZATION’S OPERATING BUDGET.

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 Activity/ Project Budget:		_____

Annual Organization Operating Budget: _____

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

ATTACH WORK WRITE UP, PHOTOS, DRAWINGS, AND COST ESTIMATES FOR PUBLIC FACILITY IMPROVEMENTS

- Providing housing improvements or handicapped accessibility for low income persons
- Promote housing opportunities or supportive services for the homeless
- Promote housing, services, and facilities to address special needs populations
- Economic Development/New Job Creation
- Promote workforce development, educational training, or create new job opportunities for the residents of the City of Martinsburg
- Infrastructure improvements to improve the quality of life in the City of Martinsburg

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

Describe the Specific Activity/Project/Program and the Beneficiaries served by this activity only (number of persons served, income level, service area, etc.): Attach not more than one additional page if more space is required. THIS IS NOT AN OVERALL PROGRAM DESCRIPTION FOR THE ORGANIZATION.

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, income, family members, 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.)

Funding Requests must be submitted to: City of Martinsburg Community Development Department, 232 North Queen Street, PO Box 828, Martinsburg, WV 25402. Applications are due by Noon on Friday, February 12, 2016.

Provide one (1) original and one (1) copy of the application. DO NOT STAPLE or BIND the application. Applications and attachments should be in an 8-1/2" x 11" format. A copy of the application may be submitted electronically at nstrine@cityofmartinsburg.org.