memo

to: Agencies Wishing to apply for funding from City of Ashland

subject: 20**21-22** Funding application

date: **January 20, 2021**

DUE DATES: **jULY 23, 2021 at 4:30 pm, CITY OF ASHLAND;**

*Enclosed are application materials and information regarding requirements.*

**Funder Contact, Submission Specifications and Due Date**

**City of Ashland –** Provide 1 electronic PDF copy.

 **Due July 23, 2021 at 4:30 pm.**

 Email Electronic version to **Linda Reid,** **reidl@ashland.or.us**(phone (541) 552-2043)

 **Timeline for Award:**

 June 21, 2021 - RFP issued

 July 23, 2021 - Applications Due

 Aug. 26, 2021 at 4:00-Recommendation before the Housing and Human Services Commission

 Sept. 21, 2021 at 6:00-Final Award-City Council Meeting

**Note: THE CURRENT FUNDING CYCLE IS FOR ONE YEAR ONLY.**

Community Development Block Grant funding is a separate application process. Please contact Linda for more information on the CDBG.

**Ashland does not require completion of a logic model or submission of an audit.**

**Funding Definitions and Minimum Requirements – READ CAREFULLY**

**City of Ashland**

The City of Ashland is now accepting grant applications for Social Services funding for fiscal year 2021-22 (July through June). **Note: The funding cycle is one year.** Social Services grant money is funded through the General Fund. It is estimated that approximately $135,000 will be available for distribution.

The City of Ashland Housing and Human Services Commission **will review the grant requests in August** and make a recommendation for grant awards to the City Council. Subsequently, the City Council will hold a public hearing in Sept. 2021 and make the final decision on grant awards.

Printed copies of grant applications and instructions are available via email or at the City's website www.ashland.or.us in the Housing Program Department.

Applications are due **no later than 4:30pm on Friday, July 23, 2021**. Please submit one (1) electronic PDF copy to linda.reid@ashland.or.us.

**Late and/or incomplete applications will be rejected as ineligible**.

**In addition, an oral presentation, schedule to be announced, will take place.**

* For questions regarding application status, where to send applications, due dates etc. and to determine if your business may qualify to receive funding, and for more information regarding eligibility and requirements, please contact Linda Reid, Housing Program Specialist 541-552-2043 or email linda.reid@ashland.or.us.
* An additional source of grant application information is: <http://www.ashland.or.us/Page.asp?NavID=15304>

**Application Outline**

*Electronic submission is required. Contact information for each funder is detailed in the cover memo. Late and incomplete applications will be rejected. Use 11 point Times New Roman font. Do not extend narrative section responses beyond the two-page space provided including questions. Electronic version submissions must use the provided fillable form.*

Check List

\_\_\_\_\_Title / Certification (Submitted document ***must have* signatures of the executive director and board president.**)

\_\_\_\_\_ Summary (pages 1 and 2)

\_\_\_\_\_ Three narrative questions (pages 3 and 4)

\_\_\_\_\_ General financial information (page 5)

\_\_\_\_\_ Organization annual budget for 2017-18 on provided forms (page 6)

\_\_\_\_\_ Project/Program annual budgets on provided forms (pages 7 and 8)

\_\_\_\_\_ Most recently completed year’s Client Demographic Profile on provided form (page 9).

\_\_\_\_\_ Agency Board Demographic Profile on provided form (page 10)

\_\_\_\_\_ List of officers and board members with their affiliations and phone numbers (Attachment 2)

\_\_\_\_\_ 1 Copy of 501(c) (3) tax exemption letter from the Internal Revenue Service. (Attachment 3)

\_\_\_\_\_ Financial documentation (Attachment 4)

 Please provide only year-end financial statement and an external management letter if available.