
MEMO

TO: AGENCIES WISHING TO APPLY FOR FUNDING FROM CITY OF ASHLAND

SUBJECT: 2024-25 FUNDING APPLICATION

DATE: DECEMBER 15, 2023

DUE DATES: JANUARY 31, 2024, AT 4:30 PM, CITY OF ASHLAND.

Funder Contact, Submission Specifications and Due Date

City of Ashland – Provide 1 electronic PDF copy.

Due January 31, 2024, at 4:30 pm.

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

Timeline for Award:

December 15, 2023 - RFP issued.

January 31, 2024 - Applications Due

February 22, 2024, at 4:00-Recommendation before the Housing and Human Services Advisory Committee

March 19, 2024, 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 the fiscal year 2024-25. **Note: The funding cycle is available for one-time distribution (rather than the two-year distribution that has been traditionally provided in prior years). Funding can be used to support activities in either year one or year two or split between both years (Upon final award selection, execution of a grant contract and verification of insurance, the City will issue one check for the full grant award regardless of whether the funding is utilized in the 2024 FY or the 2025 FY).** Social Services grant money is funded through the General Fund. A total of \$134,000 will be available for the biennium and will be distributed upon contract execution.

The City of Ashland Housing and Human Services Advisory Committee **will review the grant requests in February** and make a recommendation for grant awards to the City Council. Subsequently, the City Council will hold a public hearing on March 19, 2024, and make the final decision on grant awards.

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

Applications are due **no later than 4:30pm on Wednesday, January 31, 2024**. 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, applicants are invited to provide an oral presentation before the Housing and Human Services Advisory Committee at their regular meeting on February 22nd, though it is not required.

- 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. Note: Questions can be submitted via email or by phone anytime prior to December 18, or after December 26, 2023
- 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 (page 1)
- _____ Three narrative questions (page 2)
- _____ General financial information (page 4)
- _____ Organization annual budget for 2024-25 on provided forms (page 6)
- _____ Project/Program annual budgets on provided forms (pages 5 and 6)
- _____ Most recently completed year's Client Demographic Profile on provided form (page 7).
- _____ Agency Board Demographic Profile on provided form (page 8)
- _____ List of officers and board members with their affiliations and phone numbers (Attachment 1)
- _____ 1 Copy of 501(c) (3) tax exemption letter from the Internal Revenue Service. (Attachment 2)
- _____ Financial documentation (Attachment 3)

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