



SURPRISE

ARIZONA

COMMUNITY OUTREACH PROGRAM

GUIDELINES AND APPLICATION

FY 2016-2017



Surprise Community Outreach Program FY2016-2017

The City of Surprise is pleased to announce the Community Outreach Program. The major purpose of the program is to provide funding assistance to organizations within the City of Surprise for programs, events, and activities that enhance the overall lifestyle of the community.

To be considered for the program, applicants must meet eligibility requirements and submit a completed application.

Applications for FY2016-2017 will be accepted until Wednesday, August 10, 2016.

Applications must be post-marked to:

**Human Service & Community Vitality
Attention: Seth Dyson
City of Surprise
15832 N. Hollyhock Street
Surprise, Arizona 85378**

Applications must be typed, concise, and filled out completely. Applicants who receive an award during one fiscal year must re-apply for consideration for any subsequent rounds of funding.

A non-mandatory pre-application meeting will be available to all applicants. This meeting will include information about the community outreach program and application process. This meeting will be held on:

**Wednesday, July 13, 2016
11:00am
Surprise City Hall, 16000 N Civic Center Plaza.
Surprise, Arizona, 85378
Council Chambers Overflow Room**

Official notification will be sent to all applicants following official action by the Surprise City Council. Successful applicants must sign and return the acceptance form before funds are awarded.

Thank you for your interest. For questions about the application or the program, please contact Seth Dyson at (623) 222-1620 or seth.dyson@surpriseaz.gov.



Guidelines

1. Receipt of an award does not guarantee continued support in subsequent years.
2. Applicants must have enhancement of community lifestyle as their primary mission.
3. Applicant must provide an event, program, or activity that makes Surprise better.
4. The proposed project must take place in the City of Surprise and be open to the public.
5. New applications are required for every round of funding.
6. Applications must include any pertinent financial data, including a proposed budget.
7. Applications must be typed, with an original signature and include supporting materials.
8. Late applications will not be accepted.
9. Final reports are due within thirty days of the completion of the program/event/activity. Late or incomplete final reports may hinder an applicant's future funding eligibility.
10. Quarterly updates and a final presentation to the committee may be required.
11. Award recipients will acknowledge the award in all programs, press releases, and other publicity with the following credit line: "_____ is supported by an award from the City of Surprise Community Outreach Program."
12. All applicants agree by accepting the award that all activities surrounding the function will be open to all members of the public and no person shall be denied access to, or participation in, the events on the basis of race, color, national origin, sex, religion, or disability.
13. Maximum award per applicant will be \$10,000.
14. Funds are provided on an invoice or reimbursement basis; no upfront monies will be distributed.
15. Applicants must provide 501(c) 3 verification, or partner with a 501(c) 3 agency.
16. Project applications must include a copy of the organizations most recent Arizona Corporate Commission annual report.
17. Awarded applicants do not have authority or privileges associated with City sponsorship, donations and/or in-kind not identified within the grant award letter (example: Channel 11, Progress Magazine, rental equipment, etc.).
18. Applicants must present their proposal to the Council Sub-Committee on Community Outreach Partnerships & Grants during the August 18, 2016 meeting. The meeting is currently scheduled for 4:00PM at Surprise City Hall, 16000 N. Civic Center Plaza.



**COMMUNITY OUTREACH PROGRAM
2016-2017 FUNDING APPLICATION**

Section 1

Date: _____

Organization Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Contact Person/Title: _____

Proposal Due Date: Wednesday, August 10, 2016

Name of the project/activity for which you are requesting funding: _____

Please indicate the amount of funding you are requesting: \$ _____

Authorized Agency Representative

Title

Date



Section 2

Eligibility Criteria

1. Applicants must provide direct services which improve the health and welfare of Surprise residents.
2. Applicants that received previous funding must be current in their reporting and have submitted timely and accurate reports.
3. Applicants must demonstrate the ability to generate revenue from other sources.

Application Directions

- a. Please provide comprehensive and clear responses to each of the sections below. Respond to all questions, if a question does not apply to your proposal; indicate this by responding "Not Applicable". Times New Roman or Arial 12 point font and black type must be used. It is preferred that completed applications be emailed to seth.dyson@surpriseaz.gov. If it is not possible to email the application, please call Seth Dyson at 623.222.1620.
- b. Please respond to the following questions with clear and specific information. The following questions will be ranked on a point system of up to **80 points**.
 1. Provide a brief description of your proposed program/event/activity. Include any previous history, evidence that the event will take place in the City of Surprise, any partnerships with other groups/organization , and why the funds are necessary and how they will be used (no more than one page) **15 points**
 2. Specify the total number of persons expected to be served by this project during the funded year and the number of Surprise residents who will be served (no more than 1/2 page) **10 points**.
 3. Identify one goal and three measurable objectives which will be met by this project (no more than one page). **20 points**
 4. What is the least amount you would be willing to accept and still provide the proposed project? **5 points**
 5. Provide a list of the organization's board of directors and a copy of the non-profit federal tax status (501 (c) (3) **5 points**
 6. Applicants must complete the budget worksheet in Section 3. **15 points**
 7. Applicants must submit a copy the 501(c) 3, Arizona Corporate Commission status report, W9 Form, and list of the current board members. **10 points**

The City of Surprise reserves the right to reject any and all applications and to waive any requirements in an application when it deems it necessary and in the best interest of the City.

Section 3

Budget

SCOP Round Four Expense Report 2016-2017

PROGRAM: Surprise Community Outreach Program (SCOP) 2016-2017

Request \$ _____

Start Date 07/1/2016

Other Funds \$ _____

End Date 06/30/2017

APPLICANT INFORMATION:

Name: _____

Total Cost \$ _____

Program Manager _____

Address: _____

Phone Number _____

Email: _____

	Date	Original Account #	Adjusted Account #	Description	Cost	SCOP Request	Other Funds	Total
1		For						\$ -
2		Official						-
3		Use						-
4		Only						-
5			For					-
6			Official					-
7			Use					-
8			Only					-
9		For						-
10		Official						-
							Subtotal	\$ -
CEO Signature: _____						NOTES:	Advances	
							Total	\$ -

Provide a brief justification of all line items on a separate sheet.