

TOWN OF CAVE CREEK COMMUNITY GRANT PROGRAM



PURPOSE

The Town of Cave Creek (Cave Creek) provides financial support for non-profit, 501 c (3) organizations within the perimeters of Cave Creek and the Desert Foothills. Through its grants program, Cave Creek helps protect the health, safety, welfare, history and culture of our community. The grants program encourages and helps sustain education, arts, science, technology, humanities, preservation and heritage initiatives, to name a few.

FUNDING

Funds are provided to local, non-profit organizations dedicated to preserving, protecting, educating, and enhancing our community through a variety of eligible programs.

REVIEW PROCESS

Applications are reviewed by a 5-member Community Grants Committee comprised of a current Cave Creek Town Council member, two residents, one business leader and one senior member of the Cave Creek town staff. Recommendations for funding by the review committee are forwarded to the Cave Creek Town Council for final approval.

GRANT AWARDS

Annual grants may be awarded. Multi-year funding commitments are not available although organizations may apply for a grant every year. Applications for grants are available on the Town of Cave Creek website. Completed applications are due in March and grants are awarded in late April. All organizations receiving grant awards must complete a final report prior to the end of the year to identify their results, progress, successes or otherwise. The Community Grants Committee may visit the organization or activity to ensure that all stated benefits have been received. Organizations unable to complete their project in time before the final report deadline must request an extension from the Town of Cave Creek.

ELIGIBILITY CRITERIA

- Applicants must be 501 c (3) tax-exempt organizations as defined by Section 170 of the Internal Revenue Code (1954) as amended, or the equivalent.
- The program should clearly define its need and impact on the community and how it enhances or improves the health, safety, welfare, culture, or goals of Cave Creek, its General Plan and/or its Strategic Plan.
- The program must have measurable goals and objectives and a realistic method of achieving those goals.
- The program must be in existence at least one year.

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- The applicant must have sources of financial support other than the Town of Cave Creek to demonstrate the ability to financially sustain itself beyond the year in which Cave Creek provides a grant.
- Grants are intended to fund the program identified in the application. No indirect salary or administrative fees are to be funded with Cave Creek grant money.
- Contributions are not made to individuals, families, political parties, fraternal, labor, religious, political action committees, candidates, lobbyists, military, professional associations, or any other program that does not meet the IRS definition of a charitable purpose.

PROCEDURES FOR COMPLETING AN APPLICATION

Please read and follow the grant application instructions carefully. Incomplete applications and applications missing required information and forms with clear signatures will not be forwarded to Council for consideration.

Applications are due by **5:00 P.M. on Monday, March 4, 2024**. Applications and supplemental materials will only be accepted by email or hand-delivered to the Cave Creek Town Clerk's office at townclerk@cavecreekaz.gov. Applications and/or supplemental materials will **NOT** be accepted after the deadline.

The application must include the following sections in the order indicated below:

- A completed **Cover Page**, which includes the Certification of Tax-Exempt Status Form signed by the Director/Chief Executive Officer and/or an authorized Board member. Include the most recent IRS 501 (c) (3) **Tax Exempt Determination Letter**.
- A **Narrative Section** including Proposal, Objectives, Finances and Additional Information as applicable.
- A completed **Application Certification**.

Thank you for your interest in the Town of Cave Creek Community Grant Program. If you have any questions during the application, review and/or award process, please contact Teresa Riza at (480) 488-6621 or via email at townclerk@cavecreekaz.gov.

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COVER PAGE

Organization Name: (As it appears on the most current IRS Tax Exemption letter)

Doing Business as (DBA): (if applicable)

Mailing Address:

Telephone:

Email:

Chief Executive Officer/Title:

Application Contact Person/Title (if not CEO):

Application Contact Person Email:

Geographic Area Served:

Estimated Number of People to be Served:

TAX-EXEMPT STATUS FORM

I, an officer of (Organization Name) hereby certify that the above named organization has received a written ruling from the Internal Revenue Service (IRS) that it is exempt from federal income tax under Section 501(c)(3) of the IRS Code, and this organization is not a private foundation as defined in Section 509(a) of the IRS Code. I further certify said IRS rulings are currently in effect and have not been transferred, revoked, or amended and will remain in force during the term of the Town of Cave Creek Community grant, if awarded.

Signature of Authorized Officer:

Title:

Date:

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PROGRAM NARRATIVE SECTION

In a maximum of four (4) one-sided, double-spaced pages, please provide information in each of the areas indicated below.

1. Provide the background and history of the organization, including number of staff members and volunteers.
2. Describe how your services promote and benefit the health, welfare, and quality of life of Cave Creek residents. Indicate if this is a new or existing activity.
3. Describe the program, activity or event and its location for which you are seeking funding.
4. Estimate the total number of people expected to be served by this activity.
5. Does any community organization other than your own offer the type of services proposed under this program? If so, describe how your program will complement or enhance those efforts.
6. Describe the impact or consequence on the requested program if only a partial grant was approved.

FINANCES / BUDGET SECTION

Please provide the following pieces of financial information.

1. A list of the organization's income sources and amounts.
2. A current year line-item organizational budget for revenues and expenses.
3. A final income and expense statement for the most recent year-end.
4. Other financial donors, contributors, or in-kind donations provided for this requested program.
5. A current Annual Report, if available.

ADDITIONAL INFORMATION

If there is any other relevant information you wish to provide in support of this request, please do so in this section.

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APPLICATION CERTIFICATION

I hereby certify that the information in this application is true and correct to the best of my knowledge.

Director/CEO Signature _____

Board Chairperson's Signature (if needed) _____

Signature of Authorized Officer _____ Title _____

Date: _____

Applications and/or other materials received after **5:00 p.m. on Monday, March 4, 2024, will not** be accepted. Late and incomplete applications will be deemed ineligible. No notice of ineligibility will be provided. Please feel free to contact Teresa Riza regarding the status of the application at any time during the process at (480) 488-6621 or via email at townclerk@cavecreekaz.gov.