

Spencer Renaissance Initiative Grant Program

Providing Spencer with unique projects, innovative programs, creative proposals
and an amazing future

Applications may only be submitted electronically using this application form. Attachments are allowed, so please attach any support documentation to this application prior to final submittal. You will sign your application electronically.

Applications are due March 30 and September 30 each year by 4:30 PM.

Please provide only relevant information for the current application. Past awards and projects have no bearing on this application.

Keep in mind that the application will be judged on completeness and the extent to which it meets the grant guidelines below.

Application Guidelines:

1. Completeness of the application and degree to which the grant criteria is addressed will be a top priority.
2. **Eligible Applicants** include:
 - Spencer based non-profit organizations and agencies, or 501(C)(3) organizations, and/or community-based organizations are eligible to apply for funding;
 - Non-profit organizations not based in Spencer may be considered for funding of a Spencer based project;
 - Churches and church-related organizations may apply if the request for funding does not directly or substantially promote or advance a particular religion; Appropriate funding could be considered for such things as day care programs, recreational programs, playgrounds or music programs.
3. **Non-eligible Applicants** include:
 - Governmental agencies, political subdivisions and for-profit organizations;
 - Affiliated non-profit organizations in Spencer that support political subdivisions and/or government agencies.
4. **Eligible activities** include:
 - Unique projects or innovative programs;
 - Projects or programs that benefit or serve the general public or a large segment of

- the population;
- Projects or programs that contribute to the quality of life for Spencer residents.

5. **Non-eligible** activities include:

- On-going operational expenses (employee salaries, operating supplies, occupancy costs, etc.) (honorariums or speaker fees are eligible);
- Consumables (paper products, food, art supplies, prizes, etc);
- Sustaining programs after start-up funds are provided;
- Project expenses that have been expended prior to an award of a Renaissance Initiative Grant.

6. **Application Scoring / Committee Review Criteria**

In making the awards, the committee shall take into consideration the following factors:

- **Creativity, boldness and uniqueness of the proposed project or program;**
- evidence of need: applicant must build a compelling case for needed grant funding, indicating the degree to which this project could not be accomplished without this funding;
- Identify goals and objectives of the proposed project or program;
- Identify the expected outcomes of the project or program and the lasting impact on the community;
- Sources of additional funding or support available to the proposed project or activity;
- Capability of the organization to manage the funds and successfully complete the project;
- The Committee reserves the right to adjust funding requests.

7. **Renaissance Initiative Recognition**

The Committee requires grant recipients to recognize Spencer's Renaissance Initiative Grant program in an appropriate manner when possible (for example: organizational brochure, newsletters, annual meeting recognition, media coverage, event programs etc.)

8. **Post Award Request for Funds / Close Out Reporting**

- A. Renaissance Initiative Funds are distributed to grant recipients on a reimbursement basis. This means that the project or program has been completed by the applicant and all costs have been paid.
- To submit a request for reimbursement, applicant must submit their close out report (as described below);
 - Copies of invoices and proof of payment.

- B. The Committee requires all grantees to submit a close-out report prior to reimbursement. Items to be addressed in the report include:
- accountability of funds spent;
 - the project's outcome (did your project meet its stated goals and objectives, and how?);
 - project or program's lasting impact on the community;
 - Any additional information you find useful or interesting about your project.
- C. Funding requests and project outcome reports **must** be received from grantees within 12 months of City Council approval.
- D. Grantees may file a written request for an additional 12 months that will be considered by the Renaissance Initiative committee if more time is needed to complete the project.
- E. After 24 months, non-distributed funds will be reverted back to the Renaissance Initiative Grant Funding Account.
- F. Reimbursement requests and Close-out reports may be submitted to the City of Spencer, attention Finance Director.

**** All awards being recommended to the City Council for funding are made solely at the discretion of the Renaissance Initiative Committee.**