



# City of Eustis

P.O. Drawer 68 • Eustis, Florida 32727-0068 • (352) 483-5430

## **ORGANIZATION AND EVENT SUPPORT GRANT APPLICATION GUIDELINES**

### **Event Eligibility Criteria:**

1. The event must be open to and provide a benefit to all citizens of Eustis in addition to attracting a substantial number of visitors.
2. The event must contribute to the economic vitality of the community.
3. The event sponsor must provide a full accounting of the total event funds and expenditures.

### **Organization Eligibility Criteria:**

1. The organization must be a 501(c)(3) corporation.
2. The organization must provide a service that improves the quality of life for a majority of the citizens of Eustis.
3. The organization must provide a financial statement and a full accounting of the use of the grant funds.

### **Ineligible Organizations and Grant Expenditures:**

1. Loans, debt retirement, or debt financing
2. Capital improvements, acquisitions, and restorations (facilities and equipment)
3. Events or projects closed to the general public
4. Religious ceremonies or events
5. Parties, receptions, and other social activities
6. Fundraising events and sponsorships
7. Political organizations or campaigns
8. Fraternal organizations, societies, or orders [501(c)(4) designations]
9. On- going staff positions
10. Endowments

### **Process:**

- Beginning May 1, 2017, staff will distribute information via various forms of media to notify previous grantees and other interested parties that the City will accept applications for support grants that meet the above-listed criteria. The deadline for submittal will be May 31, 2017.
- Submittal requirements include:
  - Description of funding request
  - Demonstration of compliance with eligibility criteria
  - Previous year financial statement
  - Full accounting of any previously awarded City funding
  - Any request for “in-kind” services over and above the requested grant
- Staff will review applications and make recommendations at the July budget workshop

Please contact Colleen Scott, the City's Finance Director, at [scottc@ci.eustis.fl.us](mailto:scottc@ci.eustis.fl.us) or (352) 483-5440 for any questions.