



Community Development Grant

Project Funding Application Process

Applications Available – May 13, 2016

Public Information Meeting – May 10, 2016

Deadline to submit Application – June 24, 2016 by 5 p.m.

Consideration/Evaluation – by July 31, 2016

Selection of Projects – by July 31, 2016

Request Council Approval of Projects – by August 31, 2016

Finalize Project Agreements – by August 31, 2016

Process

Once the completed Application is submitted to the PEDC office, the following is the sequence of steps in the Project Funding Approval Process:

1. Before any board consideration, the Application may be reviewed by legal counsel for a determination that the Application falls under statutory guidelines for an appropriate expenditure.
2. PEDC Staff will review the Application for compatibility with the goals and mission of the Corporation. If the Application is deemed compatible, the Application will be placed on the next board meeting agenda for discussion and possible action. If the Application is not placed on the next Board meeting agenda, additional information may be required, or the Application may be rejected. Applicants whose projects are placed on the agenda will be notified of the time and date of the meeting.
3. At the Board meeting, each Applicant may be asked to make a brief presentation to the Board regarding the Application. The Board may impose a time limit for each presentation.
4. After the presentation and discussion, the Board may approve, reject or table any Application. If the Proposed Application is approved, the Board will recommend the Application be forwarded to the Palestine City Council for their approval.
5. If approved by the Palestine City Council, the Proposed Application becomes a formal Approved Project.
6. The Applicant will be required to sign a Grant Agreement; once the Agreement is signed funds will be disbursed in accordance with the terms of the Agreement. The applicant will be required to provide the PEDC Board with copies of receipts for verification of the “appropriateness” of the expenditure. In addition, the Applicant shall provide the PEDC Board with a completion update of the project.



**Application for 2016
Community Development Grant Funding**

Please complete the following questions.

1. Name of Agency _____
Contact Person _____
Address _____
Telephone _____
2. Date of Request _____
3. Amount of PEDC funds requested _____
4. Amount of total project _____
5. Projected start date of project _____
6. Projected completion date of project _____
7. Proposed number of beneficiaries in Palestine _____
8. Proposed number of beneficiaries in Anderson County _____
9. Are you a Non-Profit 501(c)3 Organization? _____ Yes _____ No

Please attach a copy of your IRS determination letter

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Project Information

10. Description of project for which PEDC funding is requested.

11. Briefly describe the capacity (experience) of the organization and its ability to implement and manage the proposed activity.

12. Briefly explain how PEDC dollars will assist the organization in implementing the proposed activity.

13. Submit itemized budget for proposed budget. The budget should show detailed expenditures, and the sources of the match. Submit as attachment to application.

14. Provide a Timetable for the project. Start, important milestones, and conclusion. Submit as attachment to application or discuss in lines below.

15. List names and addresses of Board of Directors.

16. How is your organization funded?

17. List any other potential sources of funding, which could be used to assist with the completion of this project.

18. Briefly describe the nature of the organization and how it benefits persons living in Palestine/Anderson County.

19. If funded, would additional PEDC funds be requested next year to keep project going? Explain please.

20. The organization requesting funding must be able to show that it is leveraging its funds by obtaining at least a portion of the cost of renovation, construction, or programming from other sources. Details of the sources must be provided.

I declare that I have examined this application and to the best of my knowledge and believe it is true, correct, and complete. I also acknowledge that failure to complete all questions could disqualify this application from consideration.

Printed Name _____ Date _____

Signature _____

Organization _____

Please Return completed application to:

Palestine Economic Development Corporation

100 Willow Creek Parkway, Suite A

Palestine, Texas 75801

Applications are due June 24th, 2016 by 5 p.m.