

JANUARY 1, 2014 REVISED

**CITY OF MANDAN**

**GRANT FUNDING APPLICATION**

As funding allows, the City of Mandan may make contributions to organizations that host or coordinate events that attract people to Mandan and otherwise stimulate economic activity and/or increase the quality of life in our community.

The City is using a subcommittee of the Mandan Progress Organization to provide funding recommendations to the Mandan Board of City Commissioners. The funding recommendations will be based upon information supplied with this application and shall be final.

***INSTRUCTIONS:***

- 1) All applicants must be affiliated with a non-profit organization. Individuals will not be funded.
- 2) Grants are on an annual basis only.
- 3) Applications will be taken through:
  - a. March 31<sup>st</sup> for May funding recommendation (100% of annual funding \$20,000)
- 4) Grant requests are limited to \$5,000 per year per organization. *Grants will be paid in 50% Mandan Bucks and 50% cash.*
- 5) Greatest consideration will be given to a project or event that:
  - a. Add significantly to the economic well being and/or increase the community's quality of life.
  - b. Impact a large number of people.
  - c. Involve cooperative projects with other nonprofit organizations.
- 6) Notification of project funding or non-funding will be provided to the designated contact person.
- 7) Applications may be obtained from the Executive Director of the Mandan Progress Organization or at [www.cityofmandan.com](http://www.cityofmandan.com).
- 8) Send completed application to:

Mandan Progress Organization  
Fund Committee  
411 West Main  
Mandan, North Dakota 58554

**CITY OF MANDAN  
GRANT FUNDING APPLICATION  
EVALUATION CRITERIA**

*(To be completed by Mandan Progress Organization Funding Committee)*

Name of organization applying for the grant:					
Name of Event:					
Date of Event:					
Amount Requested:		\$			
Is the event held in the City of Mandan or Morton County?	City		County	Other	
	5	4	3	2	1
Number of times applying for this event?	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	4 <sup>th</sup> Year	5 <sup>th</sup> Year
	5	4	3	2	1
Value of event to Mandan?	Great		Good	Poor	
	5	4	3	2	1
Value of event to merchants?	Great		Good	Poor	
	5	4	3	2	1
Quality of past events?	Great		Good	Poor	
	5	4	3	2	1
Number of spectators or participants?	5,000+	1,000-4,999	500-999	100-499	0-99
	5	4	3	2	1
New event?	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	4 <sup>th</sup> Year	5 <sup>th</sup> Year
	5	4	3	2	1
Totals					
Grand Total					

*Approved at MPO Board Meeting,  
October 5, 2005  
Revised January 1, 2014*

**CITY OF MANDAN  
 FUNDING APPLICATION**

<b>1) Requesting Organization</b>	
Name	
Address	
City	
State	
Zip	
Telephone	

<b>2) Contact Person</b>	
Name	
Address	
City	
State	
Zip	
Telephone	

<b>3) Length of Time Organization has been Existence?</b>	
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<b>4) List Principal Officers, Board Of Directors And Staff:</b>	

<b>5) Organization's Purpose (Provide by-laws if appropriate)</b>	

<b>6) Total Amount Requested (50% Mandan Bucks 50% Cash)</b>	<b>\$</b>

<b>7) Describe the project to be funded:</b>

<b>8) How will the funds specifically be used?</b>

<b>9) What are the benefits to the City?</b>

<b>10) Additional Information:</b>			
<b>11) Other Information Required:</b>			
a. Project Budget			
b. Organization Budget			
c. Organization Financial Report (including all organization operations)			
d. A summary of the previous project including how the funding was utilized (if organization received prior funding).			
A suggested format is:			
<b>Income</b>	<b>FY 2014 Budget</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Budget</b>
<b>Total Income</b>			
<b>Expenses:</b>			
<b>Total Expenses</b>			
<b>Net Profit (loss)</b>			
<b>12) List of all sponsors and amounts:</b>			
<b>Signature:</b>		<b>Date:</b>	

Funds will be released within thirty days of City Commission approval. Funded projects **must** provide a written report within 90 days after the event to be considered for future funding.