



**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 program of 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 and attracts visitors to the community
  - c. the organization has raised dollars to provide a least a 50% match of grant dollars requested
  - d. Involve cooperative projects with other community organizations.
- 6) Notification of project funding or non-funding will be provided to the designated contact person.
- 7) Applications may be obtained from Mandan Progress Organization at [www.mandanprogress.org](http://www.mandanprogress.org) or from the City of Mandan at [www.cityofmandan.com](http://www.cityofmandan.com).
- 8) Send completed application to Mandan Progress Organization at 411 West Main, Mandan, ND 58554.

# Application for Grant Funding

Instructions: Please complete the application below, submit original application and five copies with attachments (ie. Verifications of not for profit status) prior to deadline. Incomplete/late applications will not be processed.

## Applicant Information

Name of Applicant/Organization: \_\_\_\_\_ Year Founded: \_\_\_\_\_

Address \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Web Address: \_\_\_\_\_

Is the Organization a 501 (c) 3            No            Yes            \*Please attach verification

Tax ID#: \_\_\_\_\_ Requesting funding amount: \_\_\_\_\_

## Event Description

Event Name: \_\_\_\_\_

Event Location/Address: \_\_\_\_\_ Date(s): \_\_\_\_\_

Expected Attendance: \_\_\_\_\_ Is this an annual event?    No    Yes, for \_\_\_\_\_ years.

If held previous year, also include detailed listing of expenditures, number of paid staff and volunteers, and direct participants involved in previous year event. Please feel free to attach a sheet with this information.

Organization/ Event Purpose: \_\_\_\_\_

List of Principal Officers Board of Directors & Staff: \_\_\_\_\_

Provide a brief description of the event: \_\_\_\_\_

What are you requesting funding to cover: \_\_\_\_\_

Explain why this event should receive city support/why this benefits the city: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will this event proceed if no funding is received?      No      Yes

**Financial Information**

Please list all anticipated costs of your event in as much detail as possible. Attach a separate budget if more space is required.

**Income:**

Income derived from the event (ie. Sales, tickets, fees)

\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

Funding sources from other organizations (ie. Grants, donations)

\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

Other income (please specify)

\_\_\_\_\_ \$ \_\_\_\_\_

**Total Income:**

\$ \_\_\_\_\_

**Expenditures:**

Administration costs

\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

Capital Costs

\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

Operation Costs

\_\_\_\_\_ \$ \_\_\_\_\_

Other Costs

\_\_\_\_\_ \$ \_\_\_\_\_

**Total Expenditures:**

\$ \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## City Of Mandan Grant Funding Application Evaluation Criteria (FOR REVIEW TEAM TO FILL OUT)

*To be completed by Mandan Progress Organization Funding Committee.*

Organization: \_\_\_\_\_

Event Name(s): \_\_\_\_\_

Amount Requesting: \_\_\_\_\_

Past Award: \_\_\_\_\_

Date of Event: \_\_\_\_\_

**Is the event held in the City of Mandan or Morton County?**

City	County	Other
10	5	1

**Value of event to merchants?**

Great	Good	Poor
10	5	1

**Value of event to Mandan?**

Great	Good	Poor
10	5	1

**Quality of past events?**

Great	Good	Poor
10	5	1

**Number of spectators or participants?**

\$5,000+	2,500	<500
10	5	1

**Is this a new event?**

1 <sup>st</sup> Year	2 <sup>nd</sup> – 4 <sup>th</sup> Year	5+ Years
10	5	1

**Financial information is provided and is sufficient.**

Great	Good	Poor
10	5	1

**Total Points (Maximum 70):** \_\_\_\_\_

If event score ranks 1-30 organization will receive no more than \$500.00.

If event score ranks 30-50 organization will receive no more than \$1,000.00.

If event score ranks 50-70 organization will have the opportunity to receive \$1,000+.

*\*Each member on the Grant Committee will record their scores for each event and the total number will be divided by the number of people on the committee.*

*\*Amount given to each event is also dependent on other applications*