



City of Madras Community Project Grant Application Fiscal Year 2024-2025

Background

The City of Madras established a 6% occupancy fee in 1982 and an additional 3% in 2001, for a total of 9% transient occupancy funds to be utilized for “economic development in the community” (Ordinance No. 694 states “Funds collected pursuant this ordinance will be distributed to the General Fund of the City” and the record/minutes clearly show that the City wanted to retain its authority and discretion for use of funds to not bind future Councils, and to use the budget process for annual allocation). The City Budget Committee, and ultimately the City Council, allocates these funds for the purpose of promoting economic development in Madras in a variety of ways, including the Community Project Grant process.

Application Guidelines

- Applications are available for projects and programs within the City of Madras
- Organizations and community groups are encouraged to apply. Each applicant must demonstrate a plan for fiscal responsibility, such as a 501c3 fiscal sponsor, public agency, or identify a responsible party for managing the funding.
- There is no minimum or maximum limit on grant applications. Awards depend on available funding.
- Groups may apply for one grant per fiscal year
- Applicants are required to present on their proposed project/program at the Budget Committee meeting (see important dates below)
- Applications must identify how they support economic development in the City of Madras, how they serve cross-generational and cross-cultural populations, and how they help project a positive image of the City of Madras to its residents and visitors.
- All recipients are required to submit a report on the project/use of funds by March 1, 2024.

Important Due Dates:

- | | |
|--|------------------------------|
| • <i>FY 2023-24 Receipt Report (y-t-d):</i> | <i>March 1, 2024</i> |
| • <i>2024-25 Application:</i> | <i>March 15, 2024</i> |
| • <i>Presentation Date:</i> | <i>TBD</i> |
| • <i>Award Notification:</i> | <i>June 30, 2024</i> |
| • <i>2024-25 Recipient Report:</i> | <i>March 1, 2025</i> |

Application submittal and/or questions:

- Submit applications via email, mail, or in person to the Finance Department at ar@ci.madras.or.us or 125 SW E Street, Madras, OR 97741.
- Questions, please contact the Finance Department, at ar@ci.madras.or.us or call (541) 475-2344.



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APPLICATION

Primary Applicant Contact Name:

Organization/Club Name *(if applicable):*

Phone:

Email:

Address:

City:

State:

Zip Code:

Tax ID *(if applicable):*

Non-profit: Yes

No

Proposed Funding Request: \$

Total Program/Project Cost: \$ *(tied to budget below)*

Check one: **Supports Economic Development** _____
 Supports Social Activity _____

Program/Project Description: Please explain the project/program and how the funding supports economic development in the City of Madras (200 words or less):



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Community(ies) being served: Please describe the communities that will benefit from the proposed program/project (Ex – geographic, demographic, age, or any other way of defining ‘community’ – 200 words or less):

Impact: Please describe how this project will have an economic impact that benefits the City of Madras and its residents (200 words or less):



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Fiscal Sponsor or Financial Accountability Contact: Please explain how the funding will be managed and provide contact information for the point of contact (i.e. 501c3 fiscal sponsor, public organization):

Other Funding Sources (*if applicable*): Please list the sources and dollar amounts of any funding you've already received or made efforts to receive for this project. Please also include your plans to secure additional funding (cash and/or in-kind) if your project will require more than this funding request (200 words or less):

Project/Program Partners (*if applicable*): Please list any program/project partner organizations or people who will work with you on the project (attach letters of support if you have them):



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Measuring Success: Describe how you will measure and report on your program's success. How many people do you estimate will benefit from this project? (200 words or less):

Sustainability: Describe how your project/program will continue after the grant. If this is a one-time project, please explain why it will not continue in the future (200 words or less):



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APPLICATION: BUDGET

Project/Program Name:

Requested Amount: \$

Sources of Support

Revenue Categories	Committed Funds	Pending/ Requested Funds
Community Project Grant application		
TOTAL		

Expenses

Expense Categories	Amount Requested	Total Expenses
Personnel		
Fringe/Benefits		
Consultants and Professional Fees		
Travel		
Professional Development		
Equipment		
Supplies		
Rent		
Utilities		
Postage		
Printing and copying		
Telephone		
Other (specify)		
TOTAL		

Comments/Other information to consider: