

## CITY OF CRESWELL COMMUNITY SERVICES FUND

### **Mission Statement:**

The mission of the City of Creswell's Community Services Fund is to assist those non-profit agencies and social service organizations that serve Creswell's residents and their basic needs.

### **Intent:**

Established by the City Council in 2013, the intent of the City's Community Services Fund is to help nonprofit agencies and social service organizations working within the Creswell city limits. This fund does this by providing funding through grant awards for emergency needs, for matching fund requirements associated with other grant applications, for unique opportunities that arise outside of their annual budget cycle and certain program costs.

The use of this fund is to have a positive effect upon the basic needs of as many Creswell residents as possible. Basic needs include food, shelter, utilities and other needs, as identified by the requesting agencies and organizations.

Applicants do not need to be headquartered in Creswell. They can be new to Creswell, but they all must have a program or service located in Creswell that will help Creswell's residents.

This fund is not meant to become a reliable source of funding in order to discourage dependence or to be a sole source of funding. Also this fund is not intended for travel, meals and direct payment to individuals.

The City's Cultural Committee, "the Committee", assumes the oversight of the application approval process, recommendations to the Council for funding and oversight of the final reports of the applicants.

The final approval of awards is made by the full City Council based on recommendations made by the Committee. This Committee will report to the Council how the monies are being used and how the awardees are meeting their application goals.

The maximum award will be \$2,800. *Organizations may apply more than once in a fiscal year but first must submit a written report to the Committee as to how previous awards were expended before being awarded a second grant.*

**CITY OF CRESWELL  
COMMUNITY SERVICE FUND  
COVER SHEET**

**CITY OF CRESWELL**  
Email: [rtharp@creswell-or.us](mailto:rtharp@creswell-or.us)  
13 South 1<sup>st</sup> Street  
PO Box 276 Creswell, OR 97426  
(541) 895-2561

**Please note: Please deliver or mail the signed application with attachments to Roberta Tharp, City Recorder during office hours. The City will not be held responsible for submissions that are incomplete.**

Today's Date: \_\_\_\_\_

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

Address: \_\_\_\_\_

City \_\_\_\_\_

Zip: \_\_\_\_\_

Contact Person: (please print) \_\_\_\_\_ Title: \_\_\_\_\_

Contact Phone#: \_\_\_\_\_ Email address: \_\_\_\_\_

What is your organization's non-profit status? (Please check one of the following)

501(c)3 \_\_\_\_\_ Other IRS non-profit number \_\_\_\_\_ IRS Tax number \_\_\_\_\_

**I certify that the submitted information is correct and that I am authorized by the governing board of this organization to submit this request for funding to the City of Creswell.**

Signature \_\_\_\_\_ Position: \_\_\_\_\_

Project Title: \_\_\_\_\_

Amount of Funds Requested: \_\_\_\_\_

Total Project Costs \$ \_\_\_\_\_

Other Funds (direct or in-kind) currently committed: \_\_\_\_\_

**To be included in your Request:**

- Briefly describe the goals for your request and the specific project or use to which these funds will be applied.
- Describe the need in Creswell to be addressed and how your project/program will address it. What experience does your organization have to do this work?
- If this is an emergency request, please state the nature of the emergency and provide a timeline to address the situation.
- What is the purpose or mission of your organization and how does this project support your mission?
- Date this funding request was approved by your Board of Directors \_\_\_\_\_
- Timetable: Project start date \_\_\_\_\_; Project end date \_\_\_\_\_; Report date \_\_\_\_\_
- The completed original application shall be submitted to the office of City Recorder at City Hall.
- The final written report with attachments shall be submitted to the City Recorder within thirty (30) days after completion.

**Attachments:**

- Please include a project budget for your request. Include expenses by category (e.g. materials, personnel, services, etc.) that will total your grant request. Also please provide total funds for the entire project with a list of the sources of all pledges or fund commitments by other organizations or individuals
- Please attach a list of your current board officers and members, and the board chair's phone number.

**Publicity:**

The City requests that your organization announces the award in the media and in any of your publications and publicity. Copies of news releases, clippings and newsletters will be appreciated with your final report. *Sample: Organization X has been awarded \$xxx.00 from the City of Creswell's Community Services Fund. This fund is intended to support programs addressing needs of Creswell's residents. This award will fund \_\_\_\_\_.*

**Final Reports:**

All agencies receiving awards from the Community Services Fund are asked to submit a final written report to the Cultural Committee upon completion of the project. To be included in this report: Did you achieve your goals for this project? Describe what your project accomplish and how did your project address a need in Creswell? How many Creswell residents were served? How was the City's Community Service Fund publicly acknowledged? Please submit a final project budget showing how the funds were expended by category (e.g. materials, personnel, services, etc.) and what other organizations provided to the project in direct or in-kind contributions.

If the project carries over more than three (3) months, the Cultural Committee may ask for a quarterly progress report for the Council.