

**CITY OF CRESWELL  
COMMUNITY SERVICES FUND**

**Mission Statement:**

The mission of the City of Creswell Community Services Fund is to assist non-profit agencies and social service organizations' support the basic needs of Creswell's citizens.

**Intent:**

Established by the City Council for use in FY 2013-2014, this fund is intended to provide for unplanned events that occur outside an organization or agency's budgeting cycle or capabilities. It is not meant to become a reliable source of funding in order to discourage dependence on this fund, or, in most cases, to be a sole source of funding.

This fund is not intended for on-going program operating costs, travel, meals and direct payment to individuals.

The intent of this fund is to support emergency needs, matching fund requirements associated with other grant applications, and one-time opportunities that arise outside of the annual budget cycle for agencies working within the Creswell city limits.

Uses of the fund should have a positive effect upon the basic needs of as many Creswell residents as possible. Basic needs include food, shelter, utilities and possibly other needs, as identified by the requesting agencies and organizations.

Funds may be allocated more than once to the same entities during the fiscal year. These organizations do not need to be headquartered in Creswell, or to have previously served Creswell. All applicants will be vetted via an approved process, either by staff or committee.

No one organization or agency shall receive more than \$2,800 of the fund budget in one fiscal year.

The 2013-2014 fund balance of \$7,000 is spread throughout the fiscal year with the goal that at least three-quarters of the fund have been awarded by the end of the third quarter.

The City Cultural Services Committee, "the Committee", assumes the oversight of the application approval process, the awards, and the final reports of the applicants. This Committee will report quarterly 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 can apply more than once, but must report as to how previous awards were used.

**CITY OF CRESWELL  
2013-2014 COMMUNITY SERVICE  
CONTINGENCY FUND  
COVER SHEET**

**(Time stamp here)**

**For office use only**

Received on \_\_\_\_\_

Assigned Project no: 2013 \_\_\_\_\_

**City of Creswell  
Email: CulturalCommittee@creswell-or.us  
13 South 1<sup>st</sup> Street PO Box 276  
Creswell, OR 97426  
(541) 895-2561**

**Please note: All fund requests and supporting information are to be submitted electronically by either email or on a portable device that can be left with city staff. The city will not be held responsible for submissions that are incomplete or damaged.**

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

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

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

City/Zip Code \_\_\_\_\_

Contact Person: (name: please print: \_\_\_\_\_

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

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

What is your organization's non-profit status? (Please check one of the following)  501(c)3

501(C)4  501(c)6 Other - please describe: \_\_\_\_\_

IRS Tax number \_\_\_\_\_ Is tax exempt status currently valid?  Yes  No

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

---

ADMINISTRATIVE USE ONLY:

Applications submitted on: \_\_\_\_\_ Cultural Services Committee approval? Yes No

Amount approved by Cultural Services Committee: \$ \_\_\_\_\_

Amount approved by City Council: \$ \_\_\_\_\_

Date funds allocated: \_\_\_\_\_

**To be included in your Request Letter:**

**Note: The request letter shall not exceed two pages. Please do not use type font smaller than 11 pt. or margins less than 1 inch.**

- Briefly describe the goals for your request and the specific project or use to which these funds will be applied:
- What will your project accomplish and how does your project address the need in Creswell? Describe the problem that needs to be fixed/addressed and how the program components of your project serve those needs.
- If this is an emergency request, please state the nature of the emergency and 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 \_\_\_\_\_
- List other groups you know that are addressing the same or related purposes or mission and the extent of your coordination with each in developing this proposal.
- Timetable: Project start date \_\_\_\_\_; Project end date \_\_\_\_\_;
- Date by when funds will be used \_\_\_\_\_

**Attachments:**

- Please include a copy of the project budget for your request to this application letter. Include expenses by category (e.g. materials, personnel, services, etc.) and total funds required 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.

**Reports:**

All agencies receiving awards from the Community Services Fund are required to meet with the Cultural Services Committee upon completion of the project for a final report (a group may request to submit a written report in lieu of an interview). 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? Please submit a 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 Services Committee will ask all applicants for a quarterly (every three (3) months) progress report for the Council.