



## PARISH OF CADDO, LOUISIANA

### GUIDELINES FOR APPROPRIATION APPLICATIONS

Name of Entity: \_\_\_\_\_

Budget Year: \_\_\_\_\_

**Please review the following guidelines for funding and initial indicating you have read and understand each item prior to submitting an application:**

- \_\_\_\_\_ 1. Appropriations are made on an annual basis; **receiving funding one year does not guarantee that the organization will receive funds in the same amount, or at all during the next year.**
- \_\_\_\_\_ 2. Funds are appropriated for specific programs that an organization sponsors and **cannot be used for the day-to-day operating expenses of the organization (i.e. salaries, office expenses, rent).**
- \_\_\_\_\_ 3. The program for which an appropriation is requested must provide services to unskilled poor, low-income persons, unemployed persons or students from those families; alternatively, the program must provide a measurable (in a dollar amount) means of economic development for Caddo Parish.
- \_\_\_\_\_ 4. Funds cannot be used for the following:
  - a. Capital purchases/improvements such as building repairs/renovations, playground equipment (even if for the parish-funded program) of an organization;
  - b. Equipment used in any other program other than the one the Parish is funding;
  - c. To benefit non-Caddo citizens.
- \_\_\_\_\_ 5. Funds cannot be used directly or indirectly in any trade or business carried on by any person or entity other than Grantee.
- \_\_\_\_\_ 6. An organization receiving monies through the Caddo Parish Commission's appropriation process must give two reports detailing the use of those funds: a report detailing the use of the funds from January 1<sup>st</sup> - June 30<sup>th</sup> of the appropriation year (due July 31<sup>st</sup>), and a report detailing the use of the funds from July 1<sup>st</sup> - December 31<sup>st</sup> of the appropriation year (due January 31<sup>st</sup> of the year following the appropriation). A subsequent appropriation application will **not** be considered if the July 31<sup>st</sup> report has not been timely submitted; an approved appropriation will **not** be funded if the January 31<sup>st</sup> report has not been timely submitted. These reports must include invoices, receipts cancelled checks and any other documents related to the expenditure of Parish funds, and the Parish reserves the right to audit all organization records related to the appropriation at any time.
- \_\_\_\_\_ 7. No funds will be paid until all required reports have been received and approved by the Parish of Caddo.
- \_\_\_\_\_ 8. All items in the application **may not** be covered in the final Cooperative Endeavor Agreement (CEA) which outlines the terms of the appropriation. **Funds must be spent in accordance with the provisions outlined in the Cooperative Endeavor Agreement (CEA).**

# SECTION I: INTRODUCTION AND FUNDING PURPOSE

Each section of this request must be completed in order to be considered for funding.

1. Name of Entity: \_\_\_\_\_

Commission District: \_\_\_\_\_

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

Is this the mailing address for the organization?  Yes  No

*If not, please list mailing address:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this the address of the organization's headquarters?  Yes  No

*If not, please list headquarter address:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does your organization provide services in more than one commission district?

Yes  No

*If yes please list other districts served and addresses (if available):*

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

Contact Person: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Past Grant Recipient?  Yes  No

2. Purpose for which Parish funds would be used (Check one and give brief description):

Economic Development  Education  Social Welfare

3. Amount of this funding request: \_\_\_\_\_
4. During what time period will the funds be used: \_\_\_\_\_ through \_\_\_\_\_
5. Are current audited financial statements available?  Yes  No

Please furnish most recent financial statement period covered:

\_\_\_\_\_ through \_\_\_\_\_

6. Are you exempt from Federal Income Tax?  Yes  No  
Under IRS Code Section: \_\_\_\_\_

7. Have you filed form 990 (Return of Organization Exempt from Income Tax)?  Yes  No  
Date of last time filed: \_\_\_\_\_

8. Quarterly drawdowns are agreed to be acceptable:  Yes  No  
(If not, please propose an alternate drawdown schedule and explain)

\_\_\_\_\_

9. Does the organization have any outstanding tax claims (City, Parish, State or Federal)?  
 Yes  No (If so, please explain claim)

\_\_\_\_\_

10. Are you in good standing with the State of Louisiana?  Yes  No  
- Provide a copy of your Certificate of Good Standing

11. Attach any information that you wish to submit in support of your application, including:

- Current IRS 501(c)(3) tax exempt statement
- Explanation of any changes in your IRS status (if applicable).
- Other: \_\_\_\_\_

## SECTION II: PROPOSAL NARRATIVE

The proposal narrative must be formatted as outlined below. Proposals that are not submitted in the following format will not be reviewed. This section shall not exceed three pages, double spaced in 12-font. The application outline must address all of the following items below:

### **A. Background and Capacity of Organization**

Briefly describe your organization. This description should include the length of existence, the number of officers, members, and mission. Explain the organization's capacity to successfully implement the proposed project in a timely manner.

### **B. Prior Experience of Organization**

Description of past completed projects involving community and Parish activities in the past three (3) years, including the type of project, project location, and how it benefited the Parish.

### **C. Extent of Neighborhood Involvement**

Describe the manner in which you will attract volunteers to your project. Describe how a significant number of people with diverse interests in the neighborhood will be involved in and benefit from this project.

### **D. Description of Project and Soundness of Project**

This summary should provide an overview of entire project(s), including project location and how this project will benefit the Parish. This project must be clearly understood, well planned, and ready to proceed.

### **E. Joint Group Application and Collaboration**

State whether your organization is submitting this application along with another Parish-based organization. Also, describe any partnerships that were formed or will be formed to plan and implement this project. Please include names of all partnerships, consultants and other organizations that Caddo Parish appropriations will fund with the amount of monies going to each.

### **F. Identify Needs and Gaps in Services in Neighborhood**

List the priority needs that the organization has identified in the neighborhood along with any gaps of services that have been noted.

\_\_\_\_\_ Initial here stating you have read and understand the requirements for proposal narratives.

**Please attach a file for the proposal narrative formatted as outlined above.**



## ATTACHMENT B: PROJECT TIMELINE

**This summary should provide a written timeline to show benchmarks for project implementation and completion. Describe any recent, relevant and successfully demonstrated experience in undertaking similar projects. Include the knowledge and experience of the proposed day-to-day project team leader.**

# ATTACHMENT C: APPROPRIATION BUDGET FORM

**Please provide detailed explanation of each line item.**

**Organization Name** \_\_\_\_\_

**Budget Year** \_\_\_\_\_

## FUNDING AMOUNT

Line Item Object <sup>1</sup>	Parish Amount <sup>2</sup>	Other Amounts <sup>3</sup>	In-Kind <i>(Including Food Bank)</i>	Total
<b>Additional Line Items Total</b> (from attachment)				
<b>Total</b>				

**Please attach a file for any additional funding line items not listed above and for any required detailed listings.**

**Required Detailed Listings:**

<sup>1</sup> If funding tuition for low-income persons to attend your program, please provide a detailed listing of the items covered by the tuition.

<sup>2</sup> Items to be charged to Caddo Parish funds must be listed in detail; a general program name is not acceptable as a budget item.

<sup>3</sup> Provide a detailed listing of the funding source for other amounts.

## AFFIDAVIT

I hereby certify that the information provided in this application and all accompanying forms is true and accurate as of the date of completion.

**Signature:**

---

**Title:**

---

**Date:**

---



## CHECKLIST OF REQUIRED DOCUMENTS

- Guidelines for Appropriation Applications
- Application
- Proposal Narrative (See application outline on page 4)
- Attachment A: Contact Information
- Attachment B: Project Timeline
- Attachment C: Appropriation Budget Form
- Affidavit
- Copy of Certificate of Good Standing with State of Louisiana
- Copy of current IRS 501(c)(3) tax exempt statement indicating that the entity requesting funding is not a private foundation
- Explanation of any changes in your IRS status (if applicable)
- Other supporting documents (if applicable)

---

**FOR OFFICIAL USE ONLY**

Date Received: _____	Application Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Saved to File
Date Reviewed: _____	Reviewed by: _____	<input type="checkbox"/> Updated Tracking