



City of Columbia

1136 Washington St. Ste 508

Columbia, SC 29201

columbiacitygrants@columbiasc.gov

Community Promotion Grant 2022

Contact Us: (803) 545-3062

tina.saxon@columbiasc.gov

City of Columbia Community Promotion Grants Program Guidelines

PURPOSE

The City of Columbia invites eligible organizations to submit applications for funding from the Community Promotion Grants Program. Community Promotion Grants will be awarded to provide support for programs and activities that are designed to benefit the City of Columbia and the citizens by promoting and enhancing community wellness, senior programs, youth programs, anti-violence and safety programs, and public space beautification; or improve the quality of life for citizen by providing a positive environment, and promoting a safe and fun place to work, live and play.

ELIGIBILITY

A Community Promotion Grant may be awarded to an organization operating and established as a non-profit entity under state Project/event must be within the corporated limits of the City of Columbia

Projects/events should occur and be completed between November 1, 2022 and June 30, 2023

City Council always has the right to amend or limit eligibility criteria.

GRANT AWARD

Funds will be awarded in amounts up to \$25,000. The total amount of grant funds available each year is determined by the amount included for the Community Promotion Grant Program in the annual budget ordinance approved by City Council. Annual funding is not guaranteed.

APPLICATION

For the FY 2022/2023 grant applications will be accepted starting October 3, 2022 and will be due on October 28, 2022 by 12:00 noon for consideration and approval by Columbia City Council. Late and incomplete applications will not be considered.

Organizations wishing to apply for a Community Promotion Grant must complete and submit an application form to the Grant Office. The original application plus (7) copies (front and back) with standard three holes punched. Use only binder clips or paper clips.

The original application and (7) copies should include the following attachments:

IRS Determination Letter Indicating the organizations 501(c)(3) status

Current SC Secretary of State Letter (Documentation of non-profit status)

IRS W-9 Form

FY 22/23 Project/Event (not organization) Detailed Budget

Most recent Financial Statement (audited or reviewed)

Be advised that all materials submitted for the Community Promotion Grant Program is subject to disclosure based on the Freedom of Information Act (FOIA).

Please return completed applications to: **City of Columbia**
Attn: Tina Saxon
1136 Washington St. - Security Desk
Columbia, SC 29201

REVIEW

Grant applications will be reviewed by the city's Community Promotion Advisory Committee. The committee will make funding recommendations to City Council for final approval. The committee shall have the authority to establish rules for reviewing the applications, including asking for additional information, suggesting changes to the application to ensure it conforms with all grant criteria, and/or requesting an in person or virtual presentation to better judge the application.

Letters regarding funding results will be sent via email to applicants soon after the final approval from City Council.

Community Promotions funding carries the following conditions:

- The City has the right to audit the organizations funded. (Ex: reviewing financial records or attending the events)
- Organizations are subject to ongoing evaluations by City staff. This is to encourage self-sufficiency.

DELIVERY OF GRANT FUNDS

Organizations receiving funding from the Community Promotion Grant Program shall submit to the Grant Office (ColumbiaCityGrants@columbiasc.gov) all necessary documentation, including invoices and/or paid receipts, documenting the organization's commitment or expenditure of awarded grant funds. All disbursement request will be reviewed and approved by the Grant office. Upon approval, a disbursement check will be issued to the organization. Disbursement request must be received no later than May 30th. Grant funds that are uncommitted or unspent at the end of the fiscal year will be returned to the city's General Fund.

All projects must be completed during the fiscal year in which they are funded. This funding is for projects that begin between November 1, 2022 and end on June 30, 2023.

Final report of expected outcomes will be required and due no later than July 31, 2023.