



## Grant and Incentive Program Application

<b>Grant or Incentive Program (Specify grant):</b>	
<b>Event/Project/Program Title:</b>	
<b>Applicant Name &amp; Title (if any):</b>	
<b>Organization:</b>	
<b>501(c)(3) Number (if applicable):</b> <i>(Include a copy of the IRS Letter w/Application)</i>	
<b>Primary Contact Name:</b> <i>(If other than the applicant)</i>	
<b>E-mail and Phone Number:</b>	
<b>Requested Grant Amount (\$):</b>	
<p>By signing this document, I agree I have read (1) the <a href="#">Program Guidelines and Terms and Conditions</a> and (2) the City-administered <a href="#">Grant and Incentive Programs Review and Approval Process</a>. I certify that funds will be used for the purpose specified in the application and supplemental documents. I understand that a final report and summary of the award are due no later than 45 days after the final project is completed or within 12 months from the award. I understand that failure to adhere to all program guidelines could prohibit me or my organization from applying for future funding.</p>	
<b>Signature and Date:</b>	

A completed application packet includes a Project Plan & Description and a Project Budget & Grant Request. See details below. Application packets not containing all parts will be considered incomplete.

**Project Plan & Description** Check [program guideline documents](#) for program-specific submission information

**Attach the following details to the application: A maximum of three (3) pages.**

- Provide a project description. Detail the steps for implementation and a schedule for completion
- Describe the project's public benefit, the expected outcome, and the area it will impact/improve
- Indicate the anticipated number of Citrus Heights Residents served, if applicable
- List all prior City of Citrus Heights funding awarded to your organization over the past five (5) years.
- Detail the support your organization has from the community (i.e., neighbors, neighborhood associations, REACH, community groups, public agencies, etc.) if applicable
- Share any additional information that the City Council should consider in evaluating your project, including your organization's background and experience delivering the proposed project/program or event

### Project Budget & Grant Request

**Attach the following details to the application: A maximum of two (2) pages.**

- What are the total project costs? Detail all current and anticipated funding sources. List other organizations/agencies that your organization will receive funding for this project.
- For ongoing programs, describe how your organization will fund future expenses.
- How much of the total project costs is your organization requesting from the City?
- Describe how the funding requested serves only Citrus Heights residents, if applicable.

**Application Submittal Process:** E-mail the signed application packet and all attachments to [communityengagement@citrusheights.net](mailto:communityengagement@citrusheights.net) no later than 4:00 p.m. on the application closing date as applicable. Check [program guideline documents](#) for program-specific submission information.

***LATE APPLICATIONS WILL NOT BE ACCEPTED***

#### ***Post Award Reporting Requirements***

- All City-Administered Grants and incentive programs require a final project report to demonstrate that the applicant achieved the program's goals and utilized the funding appropriately, providing a framework for accountability and highlighting the organization's worthiness for future funding.
- All reports are due within 12 months of the project's approval or 45 days after completion. Applicants who fail to provide a final report may be denied future funding.