Non-profit Community Support Fund Program Grant Application

Organization:	
Applicant Name & Title:	
Address:	
Event/Project/Program Title:	
501(c)(3) Number: *(Include a copy of the IRS Letter w/Application)*	
Primary Contact Name: *(If other than the applicant)*	
E-mail and Phone Number:	
Requested Grant Amount ($):	
By signing this document, I agree I have read (1) Non-Profit Community Support Program Guidelines, (2) Non-Profit Community Support Program Review and Approval Process, and (3) Non-profit Community Support Fund Program Scoring Rubric. 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.	
Signature and Date:	

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

Project Plan & Description

Attach the following details to the application in a separate file using a maximum of 3 pages)

- *A description of how funding will be used including steps for implementation, schedule for completion, and expected outcomes*
- *Indicate the anticipated number of Citrus Heights residents served*
- *List all prior City of Citrus Heights funding awarded (city-administered grants, CDBG funds, etc.) to your organization over the past five (5) years*
- *Is your organization applying for 2025 CDBG funds and if so, for what amount?*
- *Attach a copy of IRS Determination Letter verifying non-profit designation*

Project Budget & Grant Request

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

- *What is the total proposed program/project costs? Detail all current and anticipated funding sources. List other organizations/agencies for which 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*

Application Submittal Process: E-mail the signed application packet and all attachments to communityengagement@citrusheights.net no later than 4:00 p.m. by August 15th, 2025.

LATE APPLICATIONS WILL NOT BE ACCEPTED

Post Award Reporting Requirements

- All City-Administrated Grants and incentive programs require a final project report to demonstrate that the applicant achieved the program's goals and utilized the funding appropriately. This provides a framework for accountability and highlights 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.