Planning & Community Development
Neighborhood & Revitalization Section
9875 N. 85th Ave
Peoria, AZ 85345

GENERAL FUND NOT-FOR-PROFIT
GRANT APPLICATION GUIDELINES

I. Background

Each year, as part of the annual fiscal year budget process, the City of Peoria allocates funding to be used to fund not-for–profit agencies whose programs benefit the citizens of the City. The City has been funding these agencies from the General Fund for this purpose for several years.

Generally, the City's General Fund monies are available to any not-for-profit agency that provides public service activities to the citizens of Peoria. All outside agencies seeking City of Peoria public monies are handled through this process. The amount of funding available, and how it is distributed, are determined through the annual budget process.

II. Application Guidelines:

A. General Guidelines

1. Agencies seeking funds must be Not-For-Profit agencies providing human and/or cultural services that are essential to the health and well being of the citizens of Peoria.

2. Agencies must abide by all aspects of the City of Peoria Not-For-Profit Grant Agreement. These agreements must be signed by all agencies receiving City funding to ensure the proper allocation and expenditure of public funds. Please contact Debbie Stone-Muller at (623) 773-7250 if you would like an example of the agreement.

3. Each funding request is reviewed on its own merits, rated against other requests, and finally, rated against other eligible funding uses. The final commitment of all City funds is subject to the approval of the Peoria City Council.

4. The amount of funding available will be determined in the City's budget process.

III. Application Review Factors:

The following factors will be among those used to formulate recommendations to the Peoria City Council on applications received:

A. Does the application meet the criteria listed above?

B. Capacity of Organization. Does the organization demonstrate the ability and financial stability to manage the funding properly and deliver programs in a cost-efficient and professional manner?

C. Merit of Proposal. Does the proposal contain a reasonable and viable method of providing an important human service?

D. Potential Match Funding. Does the applicant provide evidence of intent and ability to secure additional or matching funds to support the proposed service including sources from other governmental jurisdictions and the private-sector?

E. Availability of Funds.

F. Proposal Content. Is the proposal technically correct and presented in the order and format requested and by the stated deadline?

IV. Other Information

A. **Adherence to all deadlines and attendance at mandatory meetings are the responsibility of the applicant.**

B. A grant agreement will be completed for each recipient of City General Fund monies for each fiscal year after City Council has approved the budget and the new fiscal year has started. These grant agreements must be signed and returned to the City before any funds will be released.