



City of Idaho Falls Community Partnership Grant

About

The Community Partnership Grant is managed by the Idaho Falls Mayor and City Council. The City of Idaho Falls makes grants within the guidelines provided and reserves the right to change the guidelines at any time. Exceptions to these guidelines are made solely at the discretion of the Mayor and City Council.

Grant Eligibility

The City of Idaho Falls Community Partnership Grants are awarded to publicly supported and tax-exempt nonprofit organizations, institutions, and public agencies within the grant service area. The grant service area is defined as Bonneville County, with substantive benefits to City of Idaho Falls residents. The City of Idaho Falls does not make grants directly to individuals. To be eligible for support, applicants must have written confirmation from the Internal Revenue Service of tax-exempt status under Section 501(c)(3), (c)(4), (c)(6) or (c)(19).

The grants are intended to supplement city services and/or support key community objectives relating to transportation, environment, community safety, science, education, arts and culture, and economic growth and vibrancy. The grant does not support:

- Any church, sectarian, or religious society
- Political or legislative action groups
- Projects that have already been completed
- Individual participation in trips, tours, workshops, contests, or competition
- Specialized training
- Scholarships
- Annual fund drives
- Agencies funded by the state or federal government
- Public schools
- Agencies within a taxing district

Grant Submission

The City of Idaho Falls reviews and makes grant selections annually. The grant cycle coincides with the city's fiscal year which runs October 1-September 30. Grant cycles are publicly announced, and deadline dates can be obtained by contacting the City of Idaho Falls at (208) 612-8777, or by visiting the city website at www.idahofallsidaho.gov. Grant applications must meet the announced deadline to be considered.

Grant Evaluation

Grant funds are subject to availability in the City budget. City Council members will be looking for grant opportunities where funds will be used to support community priorities and further key governmental goals and functions as designated by city leaders. The Community Partnership Grant is a competitive process, and funding is not guaranteed to remain constant in future years. Applying organizations who

have received funding in the past are advised not to rely on Community Partnership Grant funds when forming annual budgets.

The City of Idaho Falls considers the following factors when reviewing grant applications:

- Economic Impact to the City of Idaho Falls
- Eligibility - 501(c)(3), (c)(4), (c)(6) or (c)(19) letter of verification
- Need addressed in proposal
- Adequacy of the total project budget and timetable to achieve desired results
- Extent and sources of other matching funds granted to applicant

Grant Report

Awarded organizations are required to complete and submit an annual grant report at the end of the fiscal grant year, to be evaluated by the City and review committee. The report includes a project timeline, budget and expenditure information, and achieved outcomes. Failure to complete the grant report will result in disqualification from future grant funding. A uniform template is provided to the awarded organizations for this report.

Annual Timeline

Application Process Publicly Announced: May

Grant Application Open: June 1-June 30

Administrative Review and Processing: July-September

Idaho Falls City Council Discussions: October

Funds Announced and Distributed: November

Contact Information

Office of the Mayor

308 Constitution way

Idaho Falls, Idaho 83402

(208) 612-8777

www.idahofallsidaho.gov

Grant Application

Thank you for your interest in the City of Idaho Falls Community Partnership Grant. To start the grant process, please complete the following application. Carefully read and follow all instructions. If additional space is needed, please write “see attached” in the space provided and attach documentation when submitting the application. Incomplete applications will not be accepted.

Organization Name	
Mailing Address	
City, State, Zip	
Contact Person	
Title	
E-mail Address	
Phone	

Cover Letter

Signed and dated cover letter with grant year, amount requested (not to exceed \$35,000), reason for request, and contact data. Please include the cover letter as an attached document when submitting the application.

Internal Revenue Service Tax Exempt Letter

The IRS tax except letter verifies that the organization is not a private foundation and is exempt from taxation under Section 501(c)(3), (c)(4), (c)(6) or (c)(19) of the Internal Revenue Service Code. Please include the letter as an attached document when submitting the application.

Organizational Information

Description of organization requesting funds including a summary of background, purpose, and organization objectives:

Past history (up to 5 years) of City of Idaho Falls grant requests in descending chronological order with amounts requested and granted:

Explanation of other funding sources (outside City of Idaho Falls grant) that have been received or attempted

Are matching funds available if grant is awarded? If yes, at what percentage or amount of funds are matched and what organization is providing the matching funds?

Funding Description

Complete description of project, task, or goal funds are expected to be used for:

Identification of specific outcomes related to project, task, or goal:

Timeline for implementation of funds including starting date and expected completion date:

Itemized Budget

Itemized project budget showing how major expenses are estimated and how grant funds are to be spent:

Explanation of why requesting organization cannot assume the cost of the project from existing resources:

Explanation of how project will be maintained after grant funds are expended:

Economic Impact

What is the projected economic impact this project, task, or goal will have on the City of Idaho Falls or greater Idaho Falls community? Be as detailed as possible and include quantitative (\$) data:

Community Objectives

Explain how the project will supplement city services and/or support key community objectives relating to transportation, environment, community safety, science, education, arts and culture, and economic growth and vibrancy.

E-mail completed application and attached documentation to dbriggs@idahofallsidaho.gov E-mail subject line: Community Partnership Grant Application