

**New Orleans City
Council / Harrah's
New Orleans Casino
Community Support
Grant Program**

NEW ORLEANS CITY COUNCIL / HARRAH'S NEW ORLEANS CASINO COMMUNITY SUPPORT GRANT PROPOSAL SUMMARY SHEET

Legal Name of Organization/Business		Date	
Physical Address of Organization/Business		Telephone & Email Address	
Name & Title of Individual(s) Submitting Request (if different from above)		United Way Support? Y or N	
		Government Support? Y or N	
Amount Requested \$	Total Project/Program Budget \$	Total Organizational Annual Budget \$	
Project/Program Name or Title (Limited to One Sentence)		Program Start Date	
		Program Completion Date	
N.O. City Council District (Please Circle) A B C D E			
Please summarize in a short paragraph the purpose of your organization/business. Briefly explain why your organization/business is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if a grant is awarded.			
Others being solicited for funding for this project/program		Amount requested	Amount Received
Subject Focus (Program Area)	Population(s) Served	Type of Support Requested (i.e. Operating, Capital, etc.)	
Signature of Board Chairman		Signature of Executive Officer	
Print Name and Contact Information		Print Name and Contact Information	
For Council Use Only			
Date Received		Proposal Identification Number	

NEW ORLEANS CITY COUNCIL / HARRAH'S NEW ORLEANS CASINO COMMUNITY SUPPORT GRANT PROPOSAL FORMAT

Background – Describe the work of your organization or business, addressing each of the following topics.

1. A brief description of its history and mission.
2. The issue(s) that your business or organization works to address.
3. Current programs and accomplishments. Please emphasize achievements of the past 12 months.
4. Describe the population(s) that your business or organization reaches, including geographic location, socio-economic status, race, ethnicity, gender, age and physical or mental abilities. Indicate how they will be involved, and how they will benefit from your service.
5. Overview of organizational or business structure including board, staff or volunteer involvement.
6. Your organization's relationships, both formal and informal, with other organizations working to meet the same needs or providing similar services. Please explain the differences and similarities to these other organizations.

Funding Request - Please describe the project/program for which you seek funding.

1. If your request is for general operating support, briefly describe/answer the following items:
 - Specifically, how will operational funds be used?
 - Strategies that you will use to implement your project/program.
 - The names and qualifications of the individuals who will direct the project/program, if known.
 - Anticipated length of the program funding support.
 - How it will benefit the community.
 - How GRANT funds will be publicly acknowledged.
2. If your request is for a Capital project, briefly describe/answer the following items:
 - Specifically, how will capital funds be used?
 - A statement of its primary purpose and the issue that you are seeking to address.
 - The population that you plan to reach, how they will be involved and how they will benefit from the project (if applicable).
 - Planning strategies that you will use to complete your project.
 - The names and qualifications of the individuals who will direct the project.
 - Anticipated length of the project and timeline.
 - How the project contributes to your organization's overall mission.
 - Any collaboration/interaction with other groups.
 - How GRANT funds will be publicly acknowledged.

Type of Ownership: Please Check One

3. ___ Corporation ___ Partnership ___ Sole Proprietorship
 ___ Joint Venture ___ Non-Profit Organization ___ Other

4. How many years have you been in business/operational? _____
(If less than one year, your organization is ineligible)

5. Are you authorized to do business/operate in the State of Louisiana? ___ Yes ___ No

Attach a copy of the operating license (if any).

License Holder _____

License Number _____

If a non-profit organization, tax ID# _____
(Must attach 501(c)(3) certification)

6. Control of business/organization. Identify by name and title those individuals in the organization who are responsible for day-to-day management and policy decision-making including, but not limited to, those with primary responsibility for:

	<u>Name</u>	<u>Title</u>
Financial Decisions	_____	_____
Forecasting	_____	_____
Hiring & Firing of Management Personnel	_____	_____
Purchase of Major Items or Supplies	_____	_____
Supervisor of Operations	_____	_____
Names of any sub-contractors	_____	_____

Evaluation - Please explain how you will measure the effectiveness of your activities.

1. Describe the criteria you will utilize for a successful program/project/business that relate to funding request.
2. Describe the results you expect to have achieved by the end of the funding period.
3. Describe your plans for future funding.

ATTACHMENTS - All attachments are required.

Please label each attachment. If an attachment is unavailable please provide an explanation.

- A. Financial Information
 - 1. Current and prior-year operating budget, including expenses and revenue; list sources of revenue received and those pending, including in-kind.
 - 2. Most recent annual financial statement (audited, if available; if not, enclose most recent IRS form 990, if applicable).

- B. Financial Information-All applicants.
 - 1. A budget for the project/program/business or operating funds.
 - 2. List key staff positions separately and include percentage of time spent on the project/program.
 - 3. Indicate the specific uses of the requested grant.
 - 4. List in-kind support (if any).

- C. Other supporting materials.
 - 1. A list of your Board of Directors (if any) and officers, and their occupational and/or business affiliations.
 - 2. A copy of your organization's articles of incorporation.
 - 3. One-paragraph resumes of key organizational business staff including key project/program staff (if any).
 - 4. A copy of current IRS determination letter indicating 501(c)(3) and/or 509(a) tax exempt status, or that of your fiscal agent, or most recent federal tax return.
 - 5. Your most recent annual report, if available.
 - 6. Affiliation with federal funds or public agencies.
 - 7. Letters and permits showing necessary City/Parish approval of project.
 - 8. A list of all political campaign contributions made by officers, directors, and employees of the entity within twelve months of the date of the application.

PROPOSAL SUMMARY-The attached grant proposal summary sheet must be completed.

CERTIFICATION- The attached certification sheet must be completed with application.

PLEASE NOTE THAT ALL QUESTIONS MUST BE ANSWERED COMPLETELY AND ALL ATTACHMENTS SUBMITTED. IF ANY QUESTION IS LEFT UNANSWERED OR AN ATTACHMENT NOT SUBMITTED THE APPLICATION WILL AUTOMATICALLY BE REMOVED FROM GRANT CONSIDERATION.

**New Orleans City Council / Harrah's New Orleans Casino
Community Support Grants Program**

Certification

By making and signing this application, I agree to be bound by and adhere to all state, municipal and federal laws and regulations that are applicable to me and/or my company, and those that apply to Harrah's New Orleans as they relate to funding of this proposed grant.

I further represent and warrant that none of the funds received pursuant to this grant, should it be awarded to me or my organization, will be used except in accordance with the information contained in this application, nor will any of the funds awarded be shared with any third-party entity except in payment for the fair market value of actual goods provided or services rendered in connection with carrying out the proposal authorized in this application. I agree to allow the City of New Orleans reasonable access to my books and records for compliance review and audit. The Louisiana State Police and Attorney General's Office shall also have the right to review and audit all books and records related to an application or awarded grant.

I further affirm that all of the information contained in this application is true and accurate and that I will notify the City Council in writing of any change in this information within 72 hours of any such change becoming effective. Failure to make such notifications may result in termination of the grant and potential refund of all funds received.

I understand that the breach of any of the representations or warranties or other obligations contained in this certification will result in the termination of the grant, if awarded, and that I, or my organization/business may be required to return all of the grant funds, whether or not they have been expended by me or my organization/business, and that I, or my organization/business may be disqualified from future participation in any Harrah's program.

Applicant's Name (Print)

Organization Name (Print)

Title (Print)

BY: _____
Signature of Applicant or Authorized Person

Date

GRANT SUBMISSION CHECKLIST

Proposal Summary Sheet

Background Information

- Description of history and mission _____
- Issue being addressed _____
- Current programs & accomplishments _____
- Description of populations served _____
- Overview of organizational structure _____
- Relationship with other service providers _____

Funding Request

- Operating funds
 - Use of grant funds _____
 - Implementation strategy _____
 - Names, qualifications of personnel _____
 - Length of program support _____
 - Description of benefit to community _____
 - Method of public acknowledgment _____

- Capital funds
 - Use of grant funds _____
 - Purpose / issue being addressed _____
 - Population to be reached
 - Method of involvement _____
 - Benefit to target population _____
 - Planning strategies _____
 - Names, qualifications of personnel _____
 - Project length & timeline _____
 - Project's contribution to
 - Organization's mission _____
 - Collaboration with other groups _____
 - Method of public acknowledgment _____

Ownership, licensing information

Evaluation criteria

Other Attachments

- Financial information
 - Operating budgets _____
 - Annual financial statement _____
 - Project budget _____
 - Key staff time percentage _____
 - Use of grant funds _____
 - In-kind support _____

- Other supporting materials
 - List of Board of Directors _____
 - Articles of incorporation _____
 - Resumes of key staff _____
 - IRS certificatee(s) _____
 - Annual report _____
 - Affiliations _____
 - Letters / permits if applicable _____

Certification statement _____

NEW ORLEANS CITY COUNCIL/HARRAH'S NEW ORLEANS CASINO COMMUNITY SUPPORT GRANTS PROGRAM

Background

The City Council/Harrah's Community Support Grants Program was established under the terms of Ordinance 22,163 M. C. S., adopted March 17, 2006. Grant award guidelines and the grant application format were approved by the City Council under the terms of Ordinance 22,410 M.C.S., adopted on October 5, 2006. The purpose of the program is to provide grant support to local organizations and projects that contribute substantially to the well being, development and growth of the New Orleans community. The program is intended to be broad-based and to foster a diversity of meritorious organizations and projects.

The Program

The Council receives \$225,000 annually, in semi-annual payments from Harrah's, to fund the Program. Applicants for the grant program should consider the following:

Purpose

- The program is intended to foster organizations and projects that demonstrably contribute to the economic, cultural and civic fabric of the City.
- The grants are generally, though not exclusively, intended to assist smaller, less well funded organizations and projects. Demonstrated ability to raise private capital will be considered a positive factor.
- Organizations and projects that can demonstrate a history of success in the effective and efficient use of resources will be preferred, although start up organizations and first time projects may also be considered for grant funding.
- Organizations and projects that meet a greater number of the Council's overall goals will be given greater emphasis.

Eligibility

- All organizations and projects that can foster the purposes set forth above are eligible for grants, **except for primary or secondary schools or organizations or projects within primary or secondary schools**. Individuals are not eligible for grants.
- No grants under this program may be paid to any political campaign, political committee or other political related organization or project.
- Funding under this program is limited to two consecutive years of funding for any otherwise eligible organization or project.
- Organizations and projects funded under this program must have their permanent location in the Parish of Orleans.
- Funding under this program shall be limited to not more than 50% of the total budget for an existing organization or project or not more than 25% of the total budget of a start-up organization or new project.

Screening Process

Individual Councilmembers' offices will review the proposals and determine whether or not the submission meets the guidelines and criteria as established by the City Council; proposals may also be referred to a review committee designated by the Council. Staff may request the submission of additional information to evaluate specific proposals as needed. Projects/programs not meeting the criteria of the program or whose submission is incomplete will be rejected. Proposals are checked for the following submission requirements before being evaluated.

Submission Procedure

Applicants must file their proposals with an individual Councilmember's office (either the councilmember in whose district the applicant is domiciled or the project or located, or a councilmember-at-large), and provide a copy to:

City Council Fiscal Office
City Hall – Room 1E06
1300 Perdido St.
New Orleans LA 70112

Grant proposals will be reviewed by the staff of the individual Councilmember's office as to the eligibility and completeness of the application according to the Council/ Harrah's guidelines and procedures. Proposals meeting the established criteria will be forwarded to a review committee designated by the City Council for further review and processing.

The review committee will forward its recommendations to the City Council for consideration at a regularly scheduled Council meeting. Grants are awarded by Resolution of the City Council. Certified copies of the Resolutions are forwarded to Harrah's New Orleans Casino for its review and processing and, upon concurrence, issuance of grants. This process generally takes thirty (30) days. Please note that the proceeds of any grant awarded by the Council is subject to be given in installments, depending on the nature of the project.

All grants approved by the Council and Harrah's New Orleans Casino are subject to a detailed review of documentation of the expenditure of the grant monies in accordance with the stipulations of the grant, within six (6) months of receipt of the grant and every six months thereafter until all funds have been expended.

Monitoring

All Grants require mandatory monitoring, evaluation, and review of the progress of the project. Applicants are not eligible for any additional funding if they have failed to submit documentation of the expenditure and an evaluation for previous grants awarded by the New Orleans City Council / Harrah's New Orleans Casino Community Support Grant Program.