



A.C.E. Grant Application Instructions

Please review these instructions carefully before starting work on your application. Incomplete applications will not be accepted.

Deadlines:

Applications are accepted annually during the month of March. Awards are announced in April.

Mailed and emailed applications must be postmarked on or before midnight of March 22, 2010. All applications should be delivered to:

City of Derby
Attn: A.C.E. Grant
611 Mulberry Rd.
Derby, KS 67037
acegrant@derbyweb.com

Limitations and Restrictions:

A maximum of \$2,500 per application will be awarded. Events or programs operating prior to May of 2006 are ineligible for funding. Fundraising events to benefit non-profit organizations will only be eligible for a one-time start-up contribution. Funds may not be used for the following purposes:

- Contingencies, deficits, or debt reduction
- General endowment funds
- Direct aid to individuals
- Travel, registration for conferences or seminars
- Medical research

Application Checklist:

When submitted, your application packet should include the following items in the order given below:

- Completed Organization Information Form
- Cover letter from CEO or equivalent
- Proposal narrative (no more than two pages) that explains
 - Project description and perceived need
 - Who will benefit and how
 - Project timeline
 - Statement of impact
 - Expected outcomes
- Detailed Project Budget including other funding sources
- Contingency plan for inclement weather
- Current financial statements
(including operating budget and IRS Form 990 if applicable)
- IRS tax exempt letter, if applicable
- List of current Board of Directors and staff
- Letters of Support



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Assessment Criteria:

An estimated \$9,000 per year will be available for awards. Maximum award amount per applicant is \$2,500. Funds will be awarded based on successful demonstration of the following criteria:

- Focused principally within the city of Derby.
- Benefit a reasonably broad public audience, particularly those activities drawing visitors into the community.
- Add diversity to the entertainment, artistic, or cultural offerings available in Derby, especially those that keep Derby residents here for their leisure activities.
- Promote community, build pride, or enhance the awareness of Derby and all it has to offer to the regional or statewide community.
- Have multiple financial supporters, so that the A.C.E. Grant is not the sole source of funding.
- Make a distinctive contribution to the community without unnecessarily duplicating other programs already in place.
- Organizations that demonstrate quality outcomes and good financial management.
Preference given to organizations operating under a formal legal structure.

Obligations of Grant Recipients:

The City of Derby's support is to be acknowledged in any printed materials, press statements and press releases resulting from this standard. The City's sponsorship must be demonstrated either as the City logo denoting its sponsorship or as follows: "Support for this event is provided by the City of Derby through the A.C.E. Grant."

This is a minimum standard for promoting the City's sponsorship. Grantees are encouraged to include further promotion of City sponsorship in competitive applications.

Notification of Award:

Recipients of awards will be announced on or before April 30. Funds will be available within two weeks of approval by the Derby City Council.

Follow Up:

Award recipients will attend a City Council meeting to report the outcome of the event at a time designated by the City following the event.



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Office Use Only | Date Received: _____

ORGANIZATION INFORMATION FORM

Date	
Name of Applicant Organization	
Project Name	
Contact Name	
Contact Address	
Contact Telephone	
Contact E-mail Address	
Amount Requested	

Authorized Signature _____

**Office
Use
Only**

Committee Recommendation: _____

Council Action: _____

Dates: Committee _____ Council _____ Award Released _____