



Derby Community Enrichment Program Application Instructions

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

Deadlines:

Application deadlines are **March 1** (awards to be announced in April) and **August 1** (awards to be announced in September).

Mailed applications must be postmarked on or before the deadline. All applications should be delivered to the following address:

City of Derby
Attn: Derby Community Enrichment Fund
611 Mulberry Rd.
Derby, KS 67037

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
- 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



Derby Community Enrichment Program Application Instructions

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 Community Enrichment award 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.

Notification of Award:

Recipients of awards will be announced on or before April 30 and September 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 no later than two months after the event.



Derby Community Enrichment Program Application Instructions

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 _____