



City of Hopewell
Community Agency Funding Grant Application
For the fiscal year July 1, 2017 – June 30, 2018 (FY 2018)



If additional space is needed, please modify as necessary or retype the page to suit your needs. Please be sure to answer all questions. Additional copies of this document are available at www.hopewellva.gov

1	Please define your organization's mission:
2.	Please provide a description of the scope of services you offer or intend to offer the citizens of the City of Hopewell
3.	Define your objectives, service targets, and action plan and how that relates to or helps advance the City's Strategic Plan for this application funding period (7/1/16 – 6/30/17). Include current and new programs and initiatives, and target dates for new services.
4.	Please provide a detailed breakdown of how the funds requested from the City of Hopewell will be use.
5.	If you received funding from the City in the past year, how were those funds used?
6.	If your request for this fiscal year is larger than for last year, please explain the reason for the increase.
7.	What other matching funds are you requesting in addition to this request (e.g. other localities, private donations, state funds, etc.)
8.	What are the organization's three-to-five year goals, and what structure do you have in place to achieve those goals?



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9	If your request for funding is denied, or if you are awarded an amount less than your requested amount, what impact will the denial have on your organization and on Hopewell citizens?
10	Is your organization currently a participant of the Guide-Star® Exchange directory <input type="checkbox"/> Yes <input type="checkbox"/> No
11	If your answer to question 10 was “yes”, please select your level of participation: <input type="checkbox"/> Participant only <input type="checkbox"/> Bronze <input type="checkbox"/> Silver <input type="checkbox"/> Gold
12	If your organization is awarded the requested amount, or any amount, we ask that you advise the City through its City Council how those funds were used.

Checklist

Please be sure to include one copy of the following in your application packet:

- Application form(s)
- 501(C)(3) or other designation as a not-for-profit organization, as defined by the Internal Revenue Code
- Articles of Incorporation
- Bylaws
- List of current Board of Directors (names, addresses, phone, email)
- Audited Financial Statements – Include a copy of your audited financial statements for the **most recent** year available (if older than last year, please provide justification). The audit report must include an opinion on the effectiveness of your organization’s system of internal controls and on compliance with your organization’s bylaws and with applicable laws, rules and regulations; yellow book audit standard text is sufficient.
- Current Operating Budget