



2021 Quality of Life Grant Application

APPLICANT INFORMATION

1.	Date:		
2.	Name of Municipality/Organization		
3.	Address:- Street: City, State, ZIP:		
4.	Telephone:	5.	Fax:
6.	Type of Organization: <input type="checkbox"/> Municipality <input type="checkbox"/> Redevelopment Authority/Non-Profit <input type="checkbox"/> Arts and Cultural <input type="checkbox"/> Civic <input type="checkbox"/> Recreation (1-time grant only)		
7.	Contact Person for Project:		
8.	Title:	9.	Telephone:
10.	Email address (Mandatory):		
11.	Amount of grant funds requested: \$		
12.	Funds from other sources: \$		
13.	Total project cost (Line 11 + Line 12): \$		

Please provide a brief description of the event/project (a detailed description must be provided in the Questions to Complete section following).



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QUESTIONS TO COMPLETE

Answer the following questions as clearly and succinctly as possible in the space provide. If addition space is required please attach any supplemental documentation as PDF when uploading application.

1. Describe the goals of your organization.



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2. Describe the project or program. Include operational costs for which funds are being requested.

3. Describe the geographical area your project or program serves.



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4. Number of people (audience) served by this project or program (excluding staff).

5. Describe the manner in which attendance was calculated.

6. Calculate the grant dollars sought per person served (Funds requested/Individuals served).

7. Describe the audience that benefits from your program.



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8. Describe the cultural, civic and/or recreational value of your program to the community.

9. Describe the educational value of your program to the community.

10. Describe how the community is involved in the planning and programming efforts of the program.



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11. Describe how the project appeals to diverse constituencies.

12. Describe the economic impact your program has on the community (For example, do participants or vendors pay privilege taxes or licensing fees? What is the effect on other regional businesses or the surrounding area? How many people are employed as a result of your program?).

13. Number of paid staff and number of volunteers.



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14. Describe your organization's capacity regarding this program including your organization's success and the factors to which you attribute this success.

15. Calculate the ratio of private dollars to grant dollars requested.

16. List all matching funds (if grant is more than \$2,500.00).

17. Calculate the percentage of grant request compared to your organization's budget (May not exceed 25%).



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18. If a cultural organization is not based in Lehigh County yet serves the Lehigh Valley and receives 1:1 matching support from another county, list name of county, amount received, and supporting county documentation.



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CHECKLIST OF REQUIRED DOCUMENTS

1. Completed "Applicant Information" form.
2. Answers to the questions in the "Questions to Complete" section.
3. Evidence of matching support, if required.
4. Certification of Non-Delinquency to Lehigh County.
5. A current mailing list of staff, board members, and officers (denoted) which includes names and addresses.
6. A copy of the IRS letter certifying your organization has 501(c)(3) nonprofit status. If your organization qualifies because it is a nonprofit unit of local government, name the government body.

Financial Information

Additionally, please include the following items which will be posted on the county's website:

7. The current and previous fiscal years' budgets, including the actual revenues and expenditures for the previous year.
8. Audited financial statements for the two (2) previous fiscal years.
9. The positions of all employees, officers and board members who receive \$50,000.00 or more in annual compensation, including bonuses, from the requesting organization.
10. The total compensation of the organization's five (5) highest compensated individuals.
11. A list of all funding sources from the previous year and the total amount received from each funding source.
12. A list of all funding sources for the current year, and a list of all pending applications for funding, INCLUDING the amount being requested.

Exceptions: Ordinance No. 2017-131, §614 A: "The provisions of section 610.C shall not apply to organizations whose total amount of grants RECEIVED from the County in any one calendar year is Two Thousand Five Hundred Dollars (\$2,500.00) or less."



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REQUEST FOR WAIVER OF FINANCIAL INFORMATION

According to Ordinance 2017-131, organizations which cannot comply with providing the financial information listed below must obtain a waiver recommended by the County Executive and approved by motion of the Board of Commissioners to be eligible to be considered for grant funding.

Please complete this form to indicate your request for a waiver.

1.	Date:	2.	Organization:
3.	Contact Person for Project:		
Information NOT provided with this application (please check all that apply and provide explanation):			
4.	The current and previous fiscal years' budgets, including the actual revenues and expenditures for the previous year.		
5.	Audited financial statements for the two (2) previous fiscal years.		
6.	The positions of all employees, officers and board members who receive \$50,000.00 or more in annual compensation, including bonuses, from the requesting organization. Please note: If there aren't any individuals in the organization who receive \$50,000.00 or more, simply indicate none. A waiver will not be required.		
7.	The total compensation of the organization's five (5) highest compensated individuals.		
8.	A list of all funding sources from the previous year and the total amount received from each funding source.		
9.	A list of all funding sources for the current year, and a list of all pending applications for funding, INCLUDING the amount being requested from the grant.		
Exceptions: Ordinance 2017-131,614A: "The provisions of section 610.C shall not apply to organizations whose TOTAL amount of grants received from the County in any one calendar year is Two Thousand Five Hundred Dollars (\$2,500.00) or less."			



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Certification of Non-Delinquency to Lehigh County

By signing this page, you certify that your organization is not delinquent on taxes or other obligations owed to Lehigh County.

According to Ordinance 2017-131 under Tax Delinquency: Grants shall not be given to an organization that is delinquent on any taxes due the County until taxes are paid in full. If an organization becomes delinquent on taxes owed the County during a year when said organization is budgeted to receive a grant, the County shall withhold grant funds in lieu of taxes until taxes are paid in full.

The County shall not give grants to an organization that is also a lessee of the County until the rent due the County is paid in full as provided for in the terms of the lease agreement.

Signature:

Organization/Municipal Authority Signature

Date



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Application deadline is Friday, May 22, 2020 by 4:00 p.m.

Applications may be uploaded via the Lehigh County website
Or mailed to the following address:

Virginia Haas, Community Revitalization and Development Manager
Room 519, Office of Community and Economic Development
Lehigh County Government Center
17 South Seventh Street
Allentown, PA 18101-2401

Applicants who choose to mail their submissions must include one original and six copies of the entire grant submittal.

PLEASE NOTE: The financial information required for Lehigh County's website which is listed above and found on page 3 of the Guidelines should be submitted electronically to: virginiahaas@lehighcounty.org