



# 2023 Quality of Life Grant Application Guidelines

## **Eligible Organizations:**

Cultural, civic, or recreational organizations based in Lehigh County. For cultural organizations not based in Lehigh County which serve the Lehigh Valley and which receive a minimum of one-to-one matching support dollars from the organization's home county government.

## **Eligible Activities:**

Quality of Life Grants may be awarded for specific cultural, civic, and recreational programs, in addition to events, capital projects, or operational support.

## **Definitions:**

**Civic:** Promoting, providing or developing opportunities for community well-being and/or the betterment of citizens through volunteer-based service activities.

**Cultural:** Promoting, providing or developing an awareness of and/or stimulating participation in artistic or intellectual activities.

**Recreational:** Promoting, providing or developing non-passive or passive sporting and/or leisure activities and opportunities that enhance physical or mental well-being.

## **Eligibility Requirements:**

1. A grant request must not be more than 25% of an organization's budget.
2. A grant request must not be more than 25% of the Quality of Life fund.
3. A grant request may not exceed the prior year's grant by more than 5%.
4. Organizations applying for the first time may request up to \$5,000.00.
5. An organization requesting a Quality of Life grant must be a cultural, civic, or recreational organization as previously defined, and be recognized as either
  - a.) a nonprofit organization under Section 501(c) of the Internal Revenue Code or



# 2023 Quality of Life Grant Application Guidelines

b.) a nonprofit organization affiliated with a unit of local government.

6. Arts, cultural, historical, and civic organizations must be in the financial position to provide, through private, non-governmental funding sources, three dollars (\$3.00) for every one dollar (\$1.00) of County funds, be it in real dollars or services, which the organization is allocated to receive (Any of the organization's non-governmental funds/revenues are eligible to be used for the match). Organizations receiving two thousand five hundred dollars (\$2,500.00) or less from the County, in real dollars or services, are exempt from this matching requirement.

7. A cultural organization which is not based in Lehigh County yet serves the Lehigh Valley and receives matching support from another county government for a program or project, will be eligible and must provide the county name, amount received, and supporting documentation from each supporting county.

## 8. Taxes

a.) A requesting organization must be current with any taxes due the County. Grants will not be dispersed until delinquent taxes are paid in full. Delinquent taxes owed by an organization shall herein be defined as "the point when the taxes owed shall become the responsibility of the Tax Claim Bureau to collect."

b.) If an organization becomes delinquent on taxes owed the County during a year when said organization is budgeted to receive a grant, grant funds shall be withheld in lieu of taxes until taxes are paid in full.

9. If an applicant organization is a lessee of Lehigh County, the applicant organization's rent must be paid in full as provided for in the terms of the lease agreement.



# 2023 Quality of Life Grant Application Guidelines

## Financial Information

**In addition** to the previous eligibility requirements, as per Ordinance 2017-131, following information must be provided for posting on the county's website **for all grant requests over \$2,500.00** and must be submitted with the application:

10. The current and previous fiscal years' budgets which include the actual revenues and expenditures for the previous year.
11. Audited financial statements for the two (2) previous fiscal years.
12. 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.
13. The total compensation of the organization's five (5) highest compensated individuals.
14. A list of all funding sources from the previous year along with the total amount received from each funding source.
15. A list of all funding sources for the current year, and a list of all pending applications for funding, **INCLUDING** the amount being requested.

**Please Note:** As per Ordinance 2017-131, "Organizations which cannot comply with these provisions 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."

*The Request for Waiver of Financial Information Form is included in the Application Packet.*

**Exceptions:** Ordinance No. 2017-131, §614 A states: "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.**"