

CARLISLE BOROUGH OUTSIDE AGENCY FUNDING

Background

Purpose and Funding

As part of the Borough's budget, Borough Council allocates \$10,000 twice annually to fund outside agencies and considers requests from organizations that want to improve the Borough of Carlisle. Funding is limited to \$2,000 per organization per calendar year. These amounts (the total annual funding allocation and the funding limit per organization) are subject to change, per the discretion of Borough Council.

Primary Funding Areas

- **Community Beautification:** Funds may be used to beautify a particular area of the Borough (e.g., planting along a block, neighborhood clean-ups, vehicle rental for bulk clean-up, planting of trees, etc.).
- **Social Programs and Services:** Funds may be used to support programs and services in the community that improve the quality of life of residents.
- **Support of Community Activities:** Funds may be used to organize or support community events (e.g., purchasing materials or supplies needed for such events).
- **Education:** Funds may be used to support educational opportunities.

Criteria for Selection

In evaluating applications, the Borough will consider the following questions:

- Does the project, program, or mission widely benefit the Carlisle community?
- Has the organization submitted a complete and coherent application?
- What is the overall impact of the project, program, or mission on the Carlisle community?
- How does the project, program, or mission align with Borough goals and plans?

Process

Applications will be considered twice per year with submission deadlines of March 31 and September 30. Submissions should be emailed to the Executive Assistant and Borough Secretary at pblair@carlislepa.org or mailed to:

Borough of Carlisle
Manager's Office
Attn: Grant Guideline Request
53 West South Street
Carlisle, PA 17013

Following each deadline, applicants will be required to attend a Borough Council Workshop meeting to present on their application. Submissions will then be evaluated by the Assistant

Borough Manager, the Chair or Vice-Chair of the Sustainability and Community Planning Committee, and the Chair or Vice-Chair of the Budget and Finance Committee who will make recommendations to Borough Council. Borough Council will then make final approvals by June 30 and December 31, respectively.

Once approved, the Borough will notify recipients and funds will be disbursed based on documentation submitted to and approved by the Borough's Finance Department. Within one year of receiving funding, an organization will send to the Assistant Borough Manager a statement of no more than 500 words describing how the funds were expended and the impact of the funding. The work of fund recipients may be highlighted on the Borough's website and social media accounts.

Application

Submission of an application does not guarantee that funds will be awarded to your organization, and an incomplete application may serve as grounds for denial of funding.

Applicant Information

Agency Name: _____

Agency Mailing Address: _____

Agency Point of Contact: _____

Phone Number: _____

Email Address: _____

Dollar Amount Requested: _____

Questionnaire

Provide written responses of 300 words or less to each of the following. You are welcome to type your responses to each question in this document, to provide attachments to answer these questions, and/or to provide additional attachments that further explain your application.

- Briefly describe your organization and the project, program, or mission for which your organization is requesting funding.
- What is the estimated number of Borough residents per year who will benefit from your organization's project, program, or mission?

- Is there a specific area of the Borough or a specific demographic group in the Borough that will benefit from your organization's project, program, or mission?
- How does your organization's project, program, or mission align with current Borough goals and plans? (For instance, you may reference the Borough's comprehensive plan, strategic plan, or other plans.)
- What primary funding areas will be accomplished if your organization is awarded funding?
- What is your organization's annual budget?