

**APPLICATION FOR FUNDING  
VILLAGE OF RANTOUL  
FY 2009-2010 GRANT APPLICATION FORM**

This application should be used for agencies requesting funding to carry out public service activities. Funding awarded through the application process is intended for use between May 1, 2009 and April 30, 2010. Questions about the application should be directed to Mike Loschen, Village of Rantoul, Community Development Department, (217) 893-1661, ext. 224. Please complete all information as completely and concisely as possible in the space provided.



**AGENCY INFORMATION**

PROGRAM TO BE FUNDED: \_\_\_\_\_ Amount Requested \_\_\_\_\_

PROGRAM IS: \_\_\_\_\_ New Program \_\_\_\_\_ Continuation of Existing Program, started \_\_\_\_\_

AGENCY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_ YEAR ESTABLISHED: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

FAX NO.: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

FEDERAL EMPLOYER ID NUMBER: \_\_\_\_\_

- \_\_\_\_ Unit of government
- \_\_\_\_ Public non-profit
- \_\_\_\_ Private non-profit (Please attach a copy of your agency's 501 (c) (3) designation and list of board members with this application.)



Completed application should be returned to:  
Village of Rantoul  
Community Development Department  
333 South Tanner  
Rantoul, IL 61866  
ATTN: Mike Loschen

**PROGRAM INFORMATION**

**1. Fully describe the activity for which you are requesting funds:**

**2. Identify which of the following local priorities this activity will address: (check all that apply)**

- Senior Services
- Youth Services
- Substance Abuse Services
- Transportation Services
- Youth/adult employment and job training programs

**3. Please provide any additional information that demonstrates how this activity meets the local funding priority(ies) noted above:**

**4. What is the desired impact of your activity? What do you hope to achieve?**

**5. Explain how you will measure the long-term impact of the activity on the clients or participants.**

**6. HOW MANY RECIPIENTS DOES THE PROGRAM FOR WHICH YOU ARE APPLYING HAVE THE CAPACITY TO SERVE? \_\_\_\_\_**

**HOW MANY ARE YOU CURRENTLY SERVING? \_\_\_\_\_**

**DO YOU HAVE A WAITING LIST? \_\_\_\_\_ Yes \_\_\_\_\_ No**

**IF YES, HOW MANY ARE ON IT? \_\_\_\_\_**

**7. HOW MANY PERSONS/HOUSEHOLDS IN EACH CATEGORY WILL YOUR PROGRAM SERVE?**

**EXTREMELY LOW (<30% MFI) \_\_\_\_\_**

**VERY LOW (31-50% MFI) \_\_\_\_\_**

**LOW (51-80% MFI) \_\_\_\_\_**

**8. PERCENTAGE OF TOTAL PERSONS/HOUSHOLDS SERVED WHO ARE RANTOUL RESIDENTS:**

\_\_\_\_\_

9. Indicate other significant characteristics of the population to be served (i.e., elderly, disabled, persons with AIDS, etc.)

10. Interagency collaboration: Identify any other agencies that are involved in your activity and briefly describe the extent of their involvement. Include the agency name, address, phone and contact person.

11. Summary of Grant Request:

	(A)	(B)	(C)	(D)
	ACTIVITY COSTS	AGENCY ADMIN	TOTAL Budget	VILLAGE REQUEST
	\$	\$	\$	≤25% of budget
				\$
1. SALARIES				
2. FRINGE BENEFITS				
3. SUPPLIES				
4. CONTRACTUAL				
5. CAPITAL EQUIPMENT				
6. OTHER (SPECIFY)				
Financial grants for clients				
Agency indirect costs				
<b>TOTALS</b>				

12. Please provide a line item budget detailing the proposed use of funds. For example, if funds are to be used for salaries, please provide a detailed budget of all salary expenses related to the activity, by position, and identify how the Village's funds will be utilized within that budget.

Rantoul funds will pay for:

Staff time to do assessments and arrange for needs:

Funds paid on behalf of clients:

13. Revenue Detail (list all sources of revenue for the project/activity):

REVENUE SOURCE			YOUR CURRENT FISCAL YEAR for program _____ To _____	FISCAL YEAR FOR WHICH FUNDS ARE REQUESTED _____ To _____
OTHER GRANTS (SPECIFY)	Applied for?	Approved?		
<i>TOTAL</i>				

## AGENCY CERTIFICATIONS

The following certifications apply to all recipients of Community Service Grant funds. Funding will be denied if your organization is unable to comply with program requirements as established by the Village of Rantoul and the U.S. Department of Housing and Urban Development. A signature is required on the following page.

THE APPLICANT HEREBY AGREES THAT:

- A. The figures, facts, and representations made in this application, including all exhibits and attachments, are true and correct to the best of the applicant's knowledge.
- B. The filing of this application has been authorized by the governing board of the applicant.
- C. The applicant will conduct its operation in accordance with the following requirements:
  1. Refrain from discrimination against any project participant, applicant, or employee because of race, color, religion, sex, national origin, familial status, age, political beliefs or affiliations, or handicaps, and comply with the Equal Employment Opportunity (EEO) clause required in all federally funded contracts.
  2. Comply with Section 3 requirements for providing opportunities to low income residents for training and employment opportunities to local business concerns for contract awards in connection with the sub-recipient's project.
  3. Provide the City with quarterly progress reports of activities funded. Such reports will include performance measures of the activity services and results, participant data, and contract/award/contractor information.
  4. Maintain records to verify information regarding persons or households that participate or benefit from the grant funded activity: including income, racial/ethnic group, gender of the head of household, and residence.
  5. For programs funded with Community Development Block Grant funds, demonstrate compliance with federal standards for financial management systems and source documentation, and disburse funds in accordance with Uniform Administrative Requirements of OMB Circular A-110 (non-profits), which govern financial management systems, project monitoring, property management, and procurement.
  6. For programs funded with Community Development Block Grant funds, keep books and records in accordance with cost principles of OMB Circular A-122 (non-profits) and requirements of A-110.
  7. Retain financial records, supporting documents, statistical records, and other records pertinent to the project funded and make them available to the Village, the U.S.

Department of Housing and Urban Development, or their designated representatives for a period of three years.

8. Agencies receiving a total grant of \$5,000 or more must provide the Village, at the close of the Village's fiscal year or upon termination of the agency, whichever comes first, with an independent audit of all expenditures of these funds for the preceding year.
  9. If the grant authorized is less than \$5,000, the applicant agrees to provide a financial audit specified by the Village.
  10. Maintain time distribution records for all employees working on the funded program.
  11. Agency may not use any funds received from the Village of Rantoul for lobbying purposes. No employees of the funded program may be engaged in lobbying activities at any level of government for any purpose. No employees of the funded agency, serving in their capacity as a representative of the agency, may be engaged in lobbying activities.
  12. Agency must be a drug-free workplace as defined by the Illinois Drug Free Workplace Act.
- D. Comply with contractual requirements as set forth by the Village of Rantoul for CDBG projects to include, but not limited to, the following:
1. Payment of the grant only as a reimbursement of costs incurred, less retainage for compliance with audit requirements and a demonstrated proportion of service to Rantoul residents.
  2. Maintenance of a cash receipt/disbursement journal and a CDBG cash control register.
  3. Submission of either an Affirmative Action Plan or an Equal Opportunity Statement.
  4. Submission of an audit (if applicable).
  5. Submission of copies of Letters of Incorporation and 501(c)(3) status.
  6. Be subject to at least one site visit for monitoring purposes.
- E. Expend funds received as a result of this application solely on the described projects.
- F. Enter into and agree to operate in accordance with an agreement which sets forth the above requirements and indicates the amount of funds which the agency is to receive and the manner in which they are to be used.

- G. Release and discharge, make whole, save and hold harmless the Village and any officer or employee of the Village against all actions, claims or demands for damages of any kind or character whatsoever, which may in any way be caused by or arise out of the agency's conduct, activities, or programs in the achievement of goals and objectives pursuant to the agreement executed by and between the Village and the Agency.

I certify that, if approved for funding, \_\_\_\_\_ will be able to comply with the above noted federal requirements. The requirements will be in place prior to the execution of the contract and remain in effect throughout the term of the contract.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_