



## ***Agricultural Enterprise Grant Program 2012/2013 Application for Funds***

### Criteria for Award Eligibility

A portion of the City of Brentwood's Agricultural Administration Fund will be made available annually to fund local organizations that help to promote the agricultural viability of the Brentwood region. Organizations may apply annually for these funds to the Economic Development Division. To be considered for a grant, recipients must specifically market the Brentwood region. The City will only consider reimbursement of tangible fixed costs and will not consider reimbursement for administrative costs. Disbursement of these funds would require City Council approval. Projects must also be completed within one year of being awarded.

- ☒ A completed grant application must be filled out, detailing the project and the estimated project expenditures, and submitted to the City of Brentwood for approval.
- ☒ Grant applications will be made available in early January and are due back to the City by **February 10<sup>th</sup>**. Staff will review the applications and bring the recommended list of grants to the Agricultural Enterprise Committee on February 20, 2012 and upon recommendation to the City Council in March. You will be notified by the end of March if you are selected to receive a grant. Recipients will be chosen based on priority of projects and funds available in the program.
- ☒ Projects considered must be annual projects with a completion date of December 31, 2012.
- ☒ Grant monies awarded to applicants are reimbursed quarterly, via a completed Quarterly Reimbursement Form and received by the deadline outlined on the form, or at the end of the project year (Dec. 31, 2012) by submitting the Final Reimbursement Form. Grant monies not used by Dec. 31, 2012 will be forfeited.
- ☒ A grant recipient shall not represent any program or project as a City of Brentwood program or project without the express written approval of the City of Brentwood.
- ☒ A grant recipient is required to use the City of Brentwood logo on any publication or materials produced, indicating the City's sponsorship. Grant recipients must also provide evidence of acknowledgement to the City with quarterly reimbursements or completion of the program.
- ☒ First reporting for reimbursements will begin on June 30, 2011, and will continue on a quarterly basis thereafter.
- ☒ Final filing date for reimbursements is December 31, 2012.

Please contact Peggy Trudell at (925) 516-5187, [ptrudell@brentwoodca.gov](mailto:ptrudell@brentwoodca.gov) if you have any questions. The application deadline for the 2012/2013 Agricultural Enterprise Grant program is: February 10, 2011.



## **Agricultural Enterprise Grant Program 2012/2013 Application for Funds**

Please complete the following and submit by **February 10<sup>th</sup>** to:

**Peggy Trudell  
City of Brentwood  
150 City Park Way  
Brentwood, CA 94513  
925-516-5187**

### **SECTION 1: NARRATIVE**

**1.1 Proposed Project Name** \_\_\_\_\_

**1.2 Requested Funding Amount:** \$ \_\_\_\_\_

#### **1.3 Applicant Information:**

Name of Organization/Agency: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Business License # \_\_\_\_\_ Nonprofit ID # \_\_\_\_\_

#### **1.4 Proposed Project Information:**

Proposed Project Date(s): Start \_\_\_\_/\_\_\_\_/\_\_\_\_ and End \_\_\_\_/\_\_\_\_/\_\_\_\_ (cannot end after 12/31/2012)  
Mo. Day Yr. Mo. Day Yr.



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### **1.5 Project Background**

How will the requested funds be used? Describe, in detail, the proposed project.

Specify the benefit the marketing and enterprise activities will have on promoting the Brentwood agricultural area.

Why do you feel this proposed project is important and what evidence do you have to support it?



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### **SECTION 2: BUDGET EXPENDITURES, BUDGET REVENUE AND BUDGET JUSTIFICATION**

#### **2.1 Proposed Project Budget Expenditures**

Line Item	Total Projected Expense	Description* (please be as detailed as possible)	Amount of Grant Funds Requested
Equipment			
Supplies/Materials			
Promotion/Publicity			
Travel/Transportation			
Other (specify)			
<b>TOTAL</b>			

*\*Attach additional pages, if needed.*

#### **2.2 Other Proposed Project Budget Revenue Sources**

Funding Source	Amount	Committed	Requested
<b>TOTAL</b>			

**2.3 Please describe in detail how you plan to measure/document grant fund use (i.e. invoices, client logs, etc.).** *Attach additional pages, if needed.*



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### **SECTION 3: GENERAL AGENCY INFORMATION**

- 3.1** List all years that your organization has previously received a City contribution or grant funding and identify those projects that have been funded.

### **SECTION 4: REQUIRED DOCUMENTS**

Please provide the required copies of the following: *(Please note: Applications without the following documents will not be reviewed for funding)*

Please label attachments 4.A, 4.B, etc.

- 4.A Names and home addresses (required) of governing board; identify current board officers, etc.
- 4.B Personnel Information
- List of all paid positions by classification and salary scale.  
If classification is part-time or temporary, indicate percentage of time on an annualized basis.
  - Identify contract services (bookkeeping, answering service, secretarial, etc.) and total cost per contract on an annual basis.

Signatures:

\_\_\_\_\_

Applicant

\_\_\_\_\_

Date

\_\_\_\_\_

Name of Organization / Agency