



Business License Tax City Grant Application for Funds

Criteria for Award Eligibility

Twenty percent (20%) of the business license tax collected shall be set aside for **economic development for the explicit purpose of business promotion and institutional advertisement for the City of Brentwood**. Organizations, including the City of Brentwood and the Brentwood Chamber of Commerce may apply annually for these funds. Funding priorities will be made to certain business districts, including the Downtown and Brentwood Boulevard. Also, projects should align with the current City Council Strategic Plan. The awarding of grants requires City Council approval.

- ☒ A completed City 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 late February and are due to the City by **March 31st** of each year, for funds available July 1st of the next fiscal year. You will be notified no later than July 1st if you are chosen to receive a grant. Recipients will be selected based on priorities outlined in this section, and funds available in the program.
- ☒ Projects considered must be annual projects with a completion date of June 30th of the fiscal year, and should align with the current City Council Strategic Plan.
- ☒ Funds awarded but not used in that fiscal year may be extended by filing for an extension. Extensions must be filed no later than June 30th, and the funds need to be used by September 30th of the same year. The date the monies are intended to be used by should be listed on the extension and approved by the City Manager or Director of Finance. If the monies are not used by September 30th, those monies will no longer be available to the awarded recipient.
- ☒ Grant monies awarded to applicants are reimbursed quarterly, via a completed **Quarterly Report & Reimbursement Form** and must be received on Oct. 20th, Jan. 20th, or April 20th along with copies of invoices and proof of payment (i.e. cancelled checks and/or bank statements).

If an applicant is requesting the full amount or the remaining balance of their grant monies, then a **Final Report & Reimbursement Form** must be submitted either on one of the quarterly dates above or on June 30th (the end of the Fiscal Year) along with copies of invoices and proof of payment (i.e. cancelled checks and/or bank statements).

- ☒ Grant recipients shall acknowledge, in a form acceptable to the City, that the funding for the awarded project and/or program is provided through the City of Brentwood's Business License Tax Grant Program.

Please contact Hazel Wetherford at (925) 516-5106, hwetherford@ci.brentwood.ca.us if you have any questions. I would be happy to assist you and discuss any questions you have as you fill out the attached application. The application deadline for the 2010/2011 Business License Tax Grant program is: March 31, 2010.



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Please complete the following and submit by **March 31st** to:

**Hazel Wetherford
City of Brentwood
708 Third Street
Brentwood, CA 94513
925-516-5106**

1. **Proposed Project Name** _____

2. **Requested Funding Amount:** \$ _____

3. **Applicant Information:**

Name of Organization/Agency: _____

Contact Name: _____

Mailing Address: _____

Street Address: _____

City _____ State _____ Zip _____

Email Address _____ Telephone _____ Fax _____

Business License # _____ Nonprofit ID # _____

4. **Proposed Project Information:**

Proposed Project Date(s): Start ____/____/____ and End ____/____/____
Mo. Day Yr. Mo. Day Yr. (No later than June 30th)



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- a. How will the requested funds be used? Describe, in detail, the proposed project. Clearly define any fee schedules that are applicable to this project. If requesting fund reimbursement through a unit of service, clearly define how unit is determined. Identify if the proposed project is a new service, or extension of an existing one.

- b. Specify the proposed area or agency that will benefit from the business promotion and institutional advertising in the City of Brentwood.

- c. What documentation/data/records support the need for this proposed project? Identify your data sources. Additional pages may be included, if needed.



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d. Proposed Project Budget Expenditures:

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

**Attach additional pages, if needed.*

e. Other Proposed Project budget Revenue Sources:

Funding Source	Amount	Committed	Requested
TOTAL			

f. Please describe how you plan to measure/document City Grant fund use (i.e., timesheets, invoices, hourly service rates, client logs). Attach additional pages, if needed.



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5. General Agency Information:

- a. List all years that Agency/Applicant has previously received City Grant funding and identify those projects that have been funded:

6. Required Attachments:

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

Please label attachments A, B, etc.

- A. Names and home addresses of governing board; identify current board officers, etc. Home addresses are required.
- B. Personnel Information
- a. 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.
- b. Identify contract services (bookkeeping, answering service, secretarial, etc.) and total cost per contract on an annual basis.

Signatures:

Applicant

Date

Name of Organization / Agency