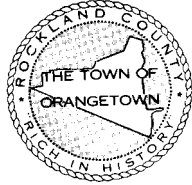


Co-Sponsored Funding Application Town of Orangetown



Name of Organization:

Address:

Contact Name/Phone #:

Please read the below information thoroughly and complete page three and four in its entirety.

Please mail this application to Town of Orangetown Parks and Recreation, 81 Hunt Road, Orangeburg, NY 10962.

The Town of Orangetown encourages groups to help foster the youth in our community by providing programs and recreational opportunities in Orangetown. In support of this goal, grant funding is available. Please review the following eligibility criteria to determine if your group qualifies. Funding requests will be considered as part of an annual competitive application process. If you have questions, call the Recreation Office at (845)-359-6503, or send e-mail to OtownRec@aol.com.

Eligibility Criteria

If you are interested in exploring the possibility of grant funding to help cover some of the costs for your organization and its programs, please review the following eligibility requirements, listed below.

- Your group must submit an accurate and complete grant funding application.
- Your organization must be open to and primarily serve Orangetown youth.
- The program must operate within the Town of Orangetown.

- Grant recipients must expend all grant funding within Town of Orangetown limits.
- Grants will not be awarded to individuals.
- Applicants must submit a budget, including an estimate of Town funds requested.
- Applicants must identify whether or not the organization's event (if applicable) will be a fundraiser. (The Youth Recreation Advisory Committee will decide on a case-by-case basis whether or not to allow funds to be granted to events that are fundraisers.)
- The sponsoring organizations must be non-profit or not-for-profit.
- Grant funds must be used only for the youth serving components of the organization.
- Applicants must attach a copy of non-profit documentation if applicable.
- As a condition to qualify for co-sponsorship, a youth organization must be a non-profit organization in the Town of Orangetown in which a majority of the total time devoted to the organization must be by volunteer services contributed by the citizens of the community.
- We ask that organizations receiving grant funding please acknowledge the support of the Town of Orangetown where appropriate.
- Applicants must identify other co-sponsors.
- Funds will not be granted for a religious purpose, including for the promotion of any sect, church, creed, or sectarian organization, nor to conduct any religious service or ceremony. Funds can be granted to religious organizations as long as the funds are not used for a religious purpose. This eligibility criterion is an attempt to preserve separation of church and state while still allowing religious organizations to be eligible for grant funds.
- The co-sponsored youth organization shall provide insurance coverage as recommended by the Town of Orangetown and said policy shall name the Town of Orangetown as additionally insured.

Evaluation Criteria

Applications will be evaluated for funding based on the following criteria:

The organization/event promotes positive leisure time experiences for the youth of Orangetown and provides vitality and identity to the community.

The sponsoring organization must demonstrate the ability to produce a well-planned, safe program.

The sponsoring organization demonstrates strong financial management and effective management controls, including cost-effectiveness.

The review team will consider the financial and budgetary capabilities of the sponsoring organization, the extent to which Town of Orangetown funds will be leveraged with other funding sources, and the need for Town funding.

Please fill out this portion.

(You may print this application and fill out a hard copy or type your responses electronically.)

Organization Name:

Funding Request: \$

Summary of Reason for Request:

Name and Signature of Authorized Representative:

Signature:

Name:

Title:

Organization:

Date:

Phone/email:

Address:

If your event meets the criteria listed on the previous pages, please answer the following questions to the best of your ability:

1. Briefly describe your organization. How does your organization meet the goals as stated above? How does it provide vitality and identity to the community?
2. Is your organization using these funds as part of a fundraiser? If so, for what purpose will the funds be used?
3. Is your organization/event townwide or targeted to a particular neighborhood, geographic area, or target group? If targeted, to whom? How many people do you

expect to benefit? How have you planned to notify the public of your organization/event?

4. What steps are you taking to ensure a well-planned, safe program?
5. Please itemize the budget for your event (attach if necessary), and indicate how much grant funding you are requesting from the Town of Orangetown. Please also describe where you will obtain the remaining funding for your event. Why are you requesting grant funding from the Town?
6. Please describe your organization's mission and goals, as well as information about your membership and total organizational budget, if applicable. (Feel free to attach literature about your organization.) Please attach your organization's most recent financial statements if available.
7. Please describe what kind of controls you have in place to ensure that your event will be planned cost-effectively, with strong financial management and effective overall event management? How has your organization demonstrated these qualities in the past?