

MCKINNEY COMMUNITY DEVELOPMENT CORPORATION

Grant Application

Fiscal Year 2011

IMPORTANT:

- Please read the McKinney Community Development Corporation Grant Guidelines prior to completing this application.
- Application is available at www.mckinneycdc.org; by calling 214.544.0296 or by emailing cgibson@mckinneycdc.org
- Completed application and all supporting documents are required to be submitted on a CD for consideration by the MCDC board. Please submit the application to:

McKinney Community Development Corporation
321 N. Central Expressway, Suite 240
McKinney, TX 75070

- *If you are interested in a preliminary review of your project proposal or idea, please complete and submit the **Letter of Intent** form, available at www.mckinneycdc.org, by calling 214.544.0296 or emailing cgibson@mckinneycdc.org.*

Applications must be completed in full, using this form, and received by MCDC, on a CD, by 5:00 p.m. on the date indicated in schedule below.

Please indicate the type of funding you are requesting:

X Project Grant

Quality of Life projects that advance the mission of MCDC and are eligible for funding in accordance with the Type B sales tax statute (refer to examples in Grant Guidelines).



Promotional or Community Event Grant (up to \$15,000)

Initiatives, activities or events that enhance quality of life for McKinney residents, attract visitors to our area and promote the City of McKinney for the purpose of developing new or expanded business opportunities and/or enterprises.

Promotional and Community Event Grants:

Application Deadline	Presentation to MCDC Board	Board Vote and Award Notification
Cycle I: December 17, 2010	January 2011	February 2011
Cycle II: June 30, 2011	July 2011	August 2011

Project Grants:

Application Deadline	Presentation to MCDC Board	Board Vote and Award Notification
Cycle I: January 31, 2011	February 2011	March 2011
Cycle II: April 30, 2011	May 2011	June 2011
Cycle III: July 31, 2011	August 2011	September 2011

APPLICATION

ORGANIZATION INFORMATION

Name: Public Works, City of McKinney

Federal Tax I.D.: 75-6000599

Incorporation Date: 1848

Mailing Address: 1550 S. College St.

City McKinney

ST: TX

Zip: 75070

Phone: 972.547.7340

Fax: 972.547.2612

Email: hcranor@mckinneytexas.org

Website: www.mckinneytexas.org

Check One:

- ☐ Nonprofit – 501(c) Attach a copy of IRS Determination Letter
☒ Governmental entity
☐ For profit corporation
☐ Other

Professional affiliations and organizations to which your organization belongs:

REPRESENTATIVE COMPLETING APPLICATION:

Name: David Taylor

Title: Director

Mailing Address: 111 N. Tennessee St.

City: McKinney

ST: TX

Zip: 75069

Phone: 972.547.2650

Fax: 972.547.2615

Email: dtaylor@mckinneytexas.org

CONTACT FOR COMMUNICATIONS BETWEEN MCDC AND ORGANIZATION:

Name: Lemuel Randolph

Title: Director Parks Recreation and Open Spaces

Mailing Address: 1611 N. Stonebridge Dr.

City: McKinney

ST: TX

Zip: 75070

Phone: 972.547.7480

Fax: 972. 547.7487

Email: lrandolph@mckinneytexas.org

FUNDING

Total amount requested: \$299,958.00

PROJECT/EVENT

Start Date: July 2011

Completion Date: Sept. 2012

BOARD OF DIRECTORS *(may be included as an attachment)*

LEADERSHIP STAFF *(may be included as an attachment)*

Hal Cranor, Executive Director, Public Works

Lemuel Randolph, Director Parks Recreation and Open Spaces

Brian Caraway, Facility Maintenance Superintendent

David Taylor, Director McKinney Performing Arts Center

Using the outline below, provide a written narrative no longer than 7 pages in length:

I. Applying Organization

Describe the mission, strategic goals and objectives, scope of services, day to day operations and number of paid staff and volunteers. See Attached

Disclose and summarize any significant, planned organizational changes and describe their potential impact on the project for which funds are requested. See Attached

II. Project, Promotion or Community Event (whichever is applicable)

- Outline details of the project for which funds are requested. Include information regarding scope, goals, objectives, target audience.
- Describe how the proposed project fulfills strategic goals and objectives for the organization.
- Please also include planned activities, time frame/schedule, and estimated attendance and admission fees if applicable.
- What is the venue/location for project or event?
- Provide a timeline for the project or event.
- Detail goals for growth/expansion in future years.

Is this Project:

- | | | |
|-----------------------------|-----------------------------------------|-----------------------------|
| • An expansion/improvement? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| • A replacement/repair? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| • A multi-phase project? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • A new project? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Has a feasibility study or market analysis been completed for this proposed project? *If so, please attach a copy of the Executive Summary.*

Provide specific information to illustrate how this project will advance the mission and strategic goals of MCDC and the impact to the community as a whole.

Has a request for funding, for this project, been submitted to MCDC in the past?

☒ Yes ☐ No

III. Financial

- Provide an overview of the organization's financial status including the impact of this grant request.
- Please attach your budget for the current year and audited financial statements for the preceding two years. If financials are not available, please indicate why.

What is the estimated total cost for this Project? \$299,958.00

(Please attach a Project budget.)

What percentage of Project funding will be provided by the Applicant? -0-

Are Matching Funds available? Yes ☐ No ☒

Cash \$	Source	% of Total
In-Kind \$	Source	% of Total

Are other sources of funding available? *If so, please list source and amount.*

Have any other federal, state, or municipal entities or foundations been approached for funding? *If so, please list entity, date of request and amount requested.* Funding for the Restore America Project have been revised and budget reduced. This project does not qualify.

IV. Marketing and Outreach

Describe marketing plans and outreach strategies for your organization and for the project for which you are requesting funding – and how they are designed to help you achieve current and future goals.

V. Metrics to Evaluate Success

Outline the metrics that will be used to evaluate success of the proposed project. If funding is awarded, a post-event/project report will be required summarizing success in achieving objectives outlined for the event.

Acknowledgements

If funding is approved by the MCDC board of directors, Applicant will assure:

- The event/project/program for which financial assistance is sought will be administered by or under the supervision of the applying organization;
- All funds awarded will be used exclusively for the event/project/program described in the application;
- MCDC will be recognized in all marketing, outreach, advertising and public relations as a funder of the event/project. Specifics to be agreed upon by applicant and MCDC and included in an executed Performance Agreement;
- Organization's officials who have signed the application are authorized by the organization to submit the application;
- Applicant will comply with the MCDC Grant Guidelines in executing the event/project for which funds were received.
- A final report detailing the success of the project, as measured against identified metrics, will be provided to MCDC no later than 30 days following the event/completion of project.
- Up to 80% of the approved grant may be provided, on a reimbursement basis, prior to project/program conclusion with submission of invoices/receipts to MCDC. The final 20% will be forwarded upon MCDC's receipt of unpaid invoices/receipts; documentation of fulfillment of obligations to MCDC; and final project/program/event report.
- The required performance agreement will contain a provision certifying that the applicant does not and will not knowingly employ an undocumented worker in accordance with Chapter 2264 of the Texas Government Code, as amended. Further, should the applicant be convicted of a violation under 8 U.S.C. § 1324a(f), the applicant will be required to repay the amount of the public subsidy

provided under the agreement plus interest, at an agreed to interest rate, not later than the 120th day after the date the MCDC notifies the applicant of the violation.

We certify that all figures, facts and representations made in this application, including attachments, are true and correct to the best of our knowledge.

Chief Executive Officer

Representative Completing Application

Signature

Signature

Printed Name

Printed Name

Date

Date

INCOMPLETE APPLICATIONS, OR THOSE RECEIVED AFTER THE DEADLINE, WILL NOT BE CONSIDERED.

CHECKLIST:

Completed Application:

- ☒ Use the form/format provided
- ☒ Organization Description
- ☒ Outline of event/project plan description, goals and objectives
- ☒ Event/Project timeline
- ☒ Plans for marketing and outreach
- ☒ Evaluation metrics
- ☒ List of board of directors and staff

Attachments:

- ☒ Financials: organization's budget for current fiscal year; event/project budget; audited financial statements
- ☒ Feasibility Study or Market Analysis if completed (Executive Summary)
- ☒ IRS Determination Letter (if applicable)

A FINAL REPORT IS TO BE PROVIDED TO MCDC WITHIN 30 DAYS OF THE EVENT/COMPLETION OF THE PROJECT.

PLEASE USE THE FORM/FORMAT OUTLINED ON THE NEXT PAGE.



McKINNEY COMMUNITY DEVELOPMENT CORPORATION

Final Project Report

Organization:

Funding Amount:

Project/Promotion/Event:

Start Date:

Completion Date:

Location of Project/Event:

Please include the following in your report:

- Narrative report on the project/promotion/event
- Identify goals and objectives achieved
- Financial report – budget as proposed and actual expenditures, with explanations for any variance
- Samples of printed marketing and outreach materials
- Screen shots of online promotions
- Photographs, slides, videotapes, etc.
- Evaluation against metrics outlined in application

Please submit Final Project Report no later than 30 days following the completion of the project/event to:

McKinney Community Development Corporation
321 N. Central Expressway, Suite 240
McKinney, TX 75070

Attn: Cindy Schneible
cschneible@mckinneycdc.org