

City of Brentwood Agricultural Enterprise Grant Program Guidelines & Application Packet

2017-2018



Application deadline: February 17, 2017

2017-2018 Agricultural Enterprise Grant Program

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. For fiscal year 2017-2018, \$15,000 is available for grant funding. 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 will require City Council approval.

- ⇒ 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 January and are due back to the City by **5:00 p.m., February 17th**. Staff will review the applications and bring the recommended list of grants to the Agricultural Enterprise Committee and upon recommendation to the City Council thereafter. You will be notified 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 projects occurring no sooner than July 1, 2017 with a completion date no later than April 20, 2018.
- ⇒ 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 (April 20, 2018) by submitting the Final Reimbursement Form. Grant monies not used by April 20, 2018 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.
- ⇒ Final filing date for reimbursements is April 20, 2018.

Please contact Peggy Berglund at (925) 516-5187, pberglund@brentwoodca.gov if you have any questions. The application deadline for the 2017/2018 Agricultural Enterprise Grant program is no later than **5:00 p.m. - February 17, 2017**.

2017-2018 Agricultural Enterprise Grant Program Application

Please complete the following and submit by no later than **5:00 p.m. February 17, 2017** to:

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

SECTION 1: NARRATIVE

Proposed Project Name _____

Requested Funding Amount: \$ _____

Applicant Information:

Name of Organization/Agency: _____

Contact Name: _____

Mailing Address: _____

Street Address: _____

City _____ State _____ Zip _____

Email Address _____ Telephone _____ Fax _____

Business License # _____ Nonprofit ID # _____

Proposed Project Information:

Proposed Project Date(s): Start ____/____/____ and End ____/____/____
Mo. Day Yr. Mo. Day Yr.

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?

SECTION 2: BUDGET EXPENDITURES, BUDGET REVENUE AND BUDGET JUSTIFICATION

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)			
TOTAL			

**Attach additional pages, if needed.*

Other Proposed Project Budget Revenue Sources

Funding Source	Amount	Committed	Requested
TOTAL			

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

SECTION 3: GENERAL AGENCY INFORMATION

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
 - 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.

Signature:

Applicant

Date

Name of Organization / Agency