

AGENCY: \_\_\_\_\_

DATE: \_\_\_\_\_



## CITY OF MYRTLE BEACH UNIFORM GRANT APPLICATION PACKAGE

This application package has been developed by the Office of Budget & Evaluation in order to facilitate requests for funding from the City of Myrtle Beach, in a manner consistent with City Council's Resolution of April 23, 2002, establishing a policy on funding requests from outside agencies.

The Applicant should fill out the application forms completely and provide all of the accompanying information as outlined in the forms for attachments A, B, and C. Attachment D is reserved for the organization's three most recent complete audited financial statements. In the event that an audit has not yet been completed for the most recently ended fiscal year, the Applicant may submit unaudited information for that year with this application package. *Any approved grants will be made contingent upon the organization's providing a complete audited financial report within 120 days of the end of its fiscal year.*

This package also includes the form of the Grant Agreement between the City and the Agency. *In the event that funding is approved, such an Agreement will have to be executed prior to the release of any funds.* The Applicant should become familiar with the Agreement prior to completing the application and should be certain of his or her ability to execute and deliver the Agreement. If the Applicant is an agency, the agency must provide a certified resolution of its governing board authorizing its representative to execute and deliver the Grant Agreement. A sample resolution is provided.

**PLEASE TAKE NOTICE THAT ORGANIZATIONS THAT RECEIVE PUBLIC MONEY ARE SUBJECT TO THE SOUTH CAROLINA FREEDOM OF INFORMATION ACT. The Act may contain certain requirements for open meetings, public notice and record-keeping, among other things. It may require disclosure of certain information that might normally be considered of a sensitive nature to your organization. See S.C. Code of Laws, Title 30, Chapter 4—*Freedom of Information Act.***

## APPLICANT'S CHECK LIST:

Each application for funding submitted to the City of Myrtle Beach must include the following items:

- A cover letter** from the individual or authorized representative of the agency applying for funding. The cover letter should include the following items directly addressing City Council's Resolution Regarding Requests for Financial Assistance of April 23, 2002, a copy of which appears in the appendix:
  - (1) a description of the project or program for which funding is requested;
  - (2) the amount of funding requested;
  - (3) a clear statement of the ultimate goal or the benefit to the public intended by the project, along with the Applicant's assessment of the probability that the public interest will ultimately be served and to what degree;
  - (4) identification of the project's or program's primary beneficiaries.
- If Applicant is an agency, a Resolution of the Applicant's Board of Directors** approving the Application for Funding and the form of the Grant Agreement and authorizing a designated representative to execute and deliver the Agreement; An example has been provided for you in the appendix of this application package.
- Completed Application form and Exhibits A, B, and C; and**
- Exhibit D, copies of the Agency's audited annual financial statements** for the most recent three years, or for the length of time the organization has been in existence, if less than three years. *Organizations requesting funds for the first time should submit all information requested. Other organizations can submit only last years financial statements ~ as we have the other information in our files.*
- Other exhibits**—attach any other pertinent information about your program or project, or your agency in general.

**DEADLINE FOR APPLICATION October 31, 2014**

**Please provide 8 unbound copies to the  
Office of Budget & Evaluation @ 921 Oak Street, Myrtle Beach.**



# CITY OF MYRTLE BEACH APPLICATION FOR GRANT FUNDING

## SUMMARY INFORMATION

Organization: \_\_\_\_\_

Amount of Funding Requested: \_\_\_\_\_

Objective of the program or project for which funding is requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Primary Contact: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

### **STATEMENT OF APPLICANT OR APPLICANT'S DESIGNATED REPRESENTATIVE:**

By my signature, I hereby certify that I am the Applicant or the duly authorized Representative of the Applicant empowered to make and deliver this application for funding from the City of Myrtle Beach. All information provided in this application and its attachments is true and correct to the best of my knowledge and belief. I understand that the provision of false information herein may invalidate the application, or in the event the grant is approved, may result in the revocation of any approved funding and the demand for repayment of any amounts already advanced to the Applicant under the Grant Agreement.

Date: \_\_\_\_\_ Signature : \_\_\_\_\_

Title: \_\_\_\_\_

### CATEGORIZING INFORMATION

The information requested in this section will aid us in categorizing your application—that is, finding sources of funding that may be appropriate and allowable for the financing of the grant for which you are applying. It will also help us to document compliance with statutes and agreements governing the expenditure of funds in the event that you receive a grant award.

1. How long has this organization been in existence? \_\_\_\_\_

Is this organization currently chartered as a private, non-profit corporation under South Carolina law? \_\_\_\_ yes \_\_\_\_\_ Federal Identification Number  
\_\_\_\_ no

If this is your first application for funding from the City since April 23, 2002, you must provide copies of the following documents for the City’s file:

- your Articles of Incorporation,
- the Secretary of State’s Certificate of Incorporation and Certificate of Existence, and
- your IRS determination letter, if applicable.

2. Indicate the category or categories into which this program falls:

- |  |  |
|--|--|
| <input type="checkbox"/> advertising and promotion of tourism  | <input type="checkbox"/> tourist shuttle transportation                |
| <input type="checkbox"/> promotion of the arts and cultural events   | <input type="checkbox"/> control and repair of waterfront erosion      |
| <input type="checkbox"/> construction/maintenance/operation of facilities for civic and cultural activities  | <input type="checkbox"/> visitor information centers                   |
| <input type="checkbox"/> tourist services, through the criminal justice system, law enforcement, fire protection, solid waste collection and health facilities | <input type="checkbox"/> sporting events, participant                  |
| <input type="checkbox"/> tourist services through public facilities such as rest rooms, dressing rooms, parks and parking lots                                 | <input type="checkbox"/> sporting events, spectator                    |
|  | <input type="checkbox"/> social services provided to victims of crimes |
|  | <input type="checkbox"/> social services of other types                |

other, please describe:

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3. If you are requesting funds for the **promotion of tourism** or to provide for tourist and visitors to our area, please provide the following information in order to allow for the evaluation of the economic impact of your program:

Expected number of total Visitors/Attendees: \_\_\_\_\_

Expected Number of Tourist in attendance/served: \_\_\_\_\_

Estimated number of "room-nights" generated: \_\_\_\_\_

Provide a brief explanation of the method used to determine the above information: *(example: 4 teams attend 2 day tournament with 10 participants per team. One (1) family member attends per team member for a total of 80 attendees . Forty rooms are utilized for 2 days resulting in 80 room nights generated.)*

If you are unable to provide the requested information, please explain why such information is not available and note that a suitable method of tracking the economic impact of your funding request is important for future funding consideration.

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4. The following pages outline certain attachments that must be completed in order for the application to be considered complete. Most items are self-explanatory.



**EXHIBIT B. STATEMENT OF REVENUES AND EXPENDITURES, ACTUAL AND *PRO FORMA***

(Provide a summary of your financial performance over the last three years and pro forma projections for the three years beginning with the year for which funding is requested. You may summarize in any reasonable fashion, but the statement should tie in to the financial statements you are providing. If they do not, you must attach explanations for any differences.)

	Fiscal Year					
	20____ Actual	20____ Actual	20____ Actual	Yr of Request Estimate	20____ Estimate	20____ Estimate
REVENUES						
TOTAL FINANCING SOURCES						
EXPENDITURES	20____ Actual	20____ Actual	20____ Actual	Yr of Request Estimate	20____ Estimate	20____ Estimate
TOTAL EXPENDITURES AND OTHER USES						

**EXHIBIT C. SCHEDULE OF CASH REQUIREMENTS**

(List below the monthly cash requirements you anticipate from this grant.)

<u>Month</u>	<u>Planned Activity</u>	<u>Cash Requirement</u>
January		\$
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		

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Total Amount Requested from City of MB \$

**EXHIBIT D. Organization's Audited Financial Statements for the three previous years (or for the period of time for which it has been in operation if less than three years).**

**Please Note: Organizations requesting funds for the first time should submit all information requested. Other organizations may submit only the most recent available financial information provided that prior financial statements were presented upon previous application.**

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## APPENDIX

### TEXT OF CITY COUNCIL RESOLUTION OF APRIL 23, 2002, REGARDING REQUESTS FOR FINANCIAL ASSISTANCE

A RESOLUTION TO ESTABLISH A POLICY ON FINANCIAL ASSISTANCE FOR ALL ORGANIZATIONS IN THE CITY OF MYRTLE BEACH.

WHEREAS, organizations, both charitable and for profit, petition the Council to appropriate public money for donation to their purpose; and

WHEREAS, City Council finds that this use of the public funds must be for a public and corporate purpose, as distinguished from a private purpose; and

WHEREAS, a public purpose has for its objective the promotion of the public health, morals, general welfare, security, prosperity, and contentment of all the inhabitants or residents within a given political division; and

WHEREAS, City Council desires a uniform policy and procedure for requests for financial assistance.

NOW THEREFORE IT IS RESOLVED that individuals or organizations seeking financial assistance from public funds must first contact the Budget Department and submit *pro formas* or financial statements for three years prior to the current request;

AND IT IS FURTHER RESOLVED petitioners should submit their request to this Body factual information as to the ultimate goal or benefit to the public intended by the project; whether public or private parties will be the primary beneficiaries; speculative nature of the project and the probability that the public interest will be ultimately served and to what degree.

# SAMPLE FORM OF CONTRACT

STATE OF SOUTH CAROLINA)  
COUNTY OF HORRY                    )  
CITY OF MYRTLE BEACH        )

GRANT AGREEMENT  
*{funding source}*

This Agreement is entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the City of Myrtle Beach, South Carolina (the "City"), a body politic, and \_\_\_\_\_ (the "Grantee"). The Grantee has requested funding for a valid public purpose under South Carolina law in its Uniform Grant Application (the "Application") dated \_\_\_\_\_, 20\_\_\_\_, which is attached hereto and made a part hereof. In consideration of the Grantee's promise to deliver or perform the goods and/or services that are the subject of the Application and the City's promise to disburse the funds identified in Sec. 1 below, and subject to any Special Conditions as may be expressed in Section 2, the Grantee hereby expressly agrees to the terms and conditions outlined in this Agreement.

1. **DESIGNATION OF FUNDS.** By Motion M20\_\_\_\_-\_\_\_\_ dated \_\_\_\_\_, 20\_\_\_\_, the City Council of the City has affirmed the appropriation and directed the expenditure of the sum of \_\_\_\_\_ (\$\_\_\_\_\_) to be paid to the Grantee for such public purposes as are expressly identified in the agency's Application.

2. **SPECIAL CONDITIONS:**

[Enumerate special conditions here or type in "None."]

3. **FUNDS TO BE EXPENDED FOR VALID PUBLIC PURPOSES.** The Grantee has provided in its grant application a statement of the intended uses of these funds and, unless otherwise specified, this Agreement anticipates that the funds will be used accordingly. All funds used shall be expended for valid public purposes under South Carolina law.

4. **REQUIRED FINANCIAL STATEMENTS.** Before any funds are disbursed, the Grantee shall provide copies of its financial statements for the last three (3) years or for the period of time for which it has been in operation, if less than three years. The organization will also provide a budget for the current year and two years' *pro forma* statement of revenues and expenditures/expenses. Normally, these documents will have been provided at the time the application was filed.

5. **ACCESS TO FINANCIAL RECORDS.** The Grantee shall allow one or more representatives of the City access to such financial records of the Grantee as would indicate the receipt and disbursement of the funds provided hereunder. Such access shall be scheduled during the Grantee's normal business hours and at the location where such records are customarily maintained by the Grantee and shall be granted provided the City has given forty-eight (48) hours notice to the Grantee of its desire to review such records.

6. **CERTIFICATE OF INSURANCE.** The Grantee shall provide a Certificate of Insurance upon such terms as the City may require. Each such certificate shall designate the City as a certificate holder, listing the City as an additional named insured, and shall not be canceled without thirty (30) days written notice to the City.

7. **INDEMNIFICATION AND HOLD-HARMLESS PROVISIONS.** By accepting the funds which are the subject of this Agreement, the Grantee agrees to the extent permitted by state law to indemnify the City and hold it harmless from and against any and all causes of action which may arise out of the course of the disbursement and use of the funds which are the subject of this Agreement, to include a reasonable attorney's fee to defend such action or actions.

8. **SOUTH CAROLINA FREEDOM OF INFORMATION ACT.** By accepting any funds under this Agreement, the Grantee acknowledges its understanding that it will be subject to the provisions of the South Carolina Freedom of Information Act (the "Act") which is found in the S.C. Code of Laws, Title 30, Chapter 4. Grantee agrees unconditionally that it will abide by the provisions of the Act. To that end, Grantee agrees that it will open all of its meetings to the public, that it will serve proper public notice of any and all meetings, that it will record and maintain the proper minutes of any and all meetings, and that it will otherwise comply fully with the provisions of the Act.
9. **GUIDELINES REGARDING FAITH-BASED INITIATIVES.** By accepting the funds which are the subject of this Agreement, the Grantee agrees to the following provisions consistent with the President's guidelines regarding faith-based initiatives:
  - a. Faith-based organizations must use funding granted by the City for Social Services only. Social Services programs must reduce poverty, improve opportunity for lower income children, revitalize a lower income community, empower lower income people to be self-sufficient or otherwise help people in need.
  - b. The program must not discriminate among its members based upon religious affiliation or participation in religious activities.
  - c. No inherently religious activity may be funded with money from this grant. Inherently religious activity is defined as worship, religious instruction or proselytizing. Any and all inherently religious activities conducted by the Grantee must be separated in space and time from activities funded by this grant.
10. **GRANT NOT TO BE CONSTRUED AS CITY SPONSORSHIP.** This grant shall not be construed as sponsorship of any event or project of the Grantee. The Grantee may not publish the City's logo or list the City as a sponsor or endorser without the City's prior written consent. Any Grantee desiring to acknowledge this grant in published materials may use the following text: "[Grantee name] wishes to acknowledge a grant from the City of Myrtle Beach that helped to defray the costs of [name of event or project]."

The City may terminate this agreement upon thirty (30) days written notice.

**If it is later determined that the funds disbursed hereunder were not spent for a valid public purpose and according to the terms of this Agreement, then the Grantee shall, upon the City's demand, repay all or such portion of the funds disbursed hereunder as the City may determine not to have been spent in such a manner.**

WITNESS OUR HANDS AND SEALS on the day and year first written above.

WITNESSES FOR THE CITY:

CITY OF MYRTLE BEACH

\_\_\_\_\_

\_\_\_\_\_

Thomas E. Leath, City Manager

WITNESS FOR THE GRANTEE:

\_\_\_\_\_

\_\_\_\_\_

Grantee

**REVIEW CAREFULLY, YOU WILL BE REQUIRED TO SIGN A SIMILAR AGREEMENT & PROVIDE PROOF OF INSURANCE AS DETAILED IN SECTION 4 ABOVE PRIOR TO RELEASE OF FUNDING.**

# SAMPLE FORM OF AGENCY'S RESOLUTION

RESOLUTION OF \_\_\_\_\_ [AGENCY] \_\_\_\_\_ (the "Agency")  
(1) APPROVING THE FORM OF ITS APPLICATION FOR FUNDING FROM THE  
CITY OF MYRTLE BEACH (the "City") AND (2) THE GRANT AGREEMENT  
BETWEEN THE AGENCY AND THE CITY FOR \_\_\_\_\_  
[PROJECT TITLE] \_\_\_\_\_ (the "Agreement") AND (3) AUTHORIZING  
THE \_\_\_\_\_ [OFFICER] \_\_\_\_\_ OF THE AGENCY TO EXECUTE AND DELIVER  
THE AGREEMENT IN THE EVENT THAT THE APPLICATION IS APPROVED

RESOLVED, that the form of the Agreement, a copy of which has been filed with the  
Secretary to the Board of the Agency, and the Application for Funding which has been  
attached to and made a part of the Agreement are hereby approved.

RESOLVED, that the \_\_\_\_\_ [officer's title] \_\_\_\_\_ of  
the \_\_\_\_\_ [agency] \_\_\_\_\_ be and is hereby authorized to execute and deliver  
the Agreement to the City on behalf of the Agency.

I Certify that these Resolutions of the \_\_\_\_\_ [agency] \_\_\_\_\_ were duly made by the members of  
the Board of Directors of the Agency on \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Secretary to the Board

**PLEASE NOTE ~ THIS FORM IS REQUIRED IN ORDER TO  
ACCEPT YOUR ORGANIZATION'S APPLICATION FOR  
FUNDING**