



## CITY OF JURUPA VALLEY

### APPLICATION FOR COMMUNITY SERVICES FUNDING APPLICATION DEADLINE: JANUARY 4, 2021

#### PROJECT/PROGRAM INFORMATION

Amount Requested: \$ \_\_\_\_\_

Project/Program Title: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

If Grant is Awarded, Make Check Payable to: \_\_\_\_\_

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

#### ORGANIZATION AND GEOGRAPHIC AREA SERVED

Name of Applicant Organization: \_\_\_\_\_ Year Organization  
Founded: \_\_\_\_\_

Website: \_\_\_\_\_ Number of Paid Staff: \_\_\_\_ Number of  
Volunteers: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Contact Person's Email Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Geographic Area(s) the Organization Serves:

Geographic Area(s) the Project/Program Serves: (NOTE: Community  
Service Funding Grant must be exclusively used to serve Jurupa Valley):

Include Physical Address of Project/Program: (if different than Organization's Mailing  
Address):

**NONPROFIT STATUS**

Is this organization incorporated as a nonprofit? Yes \_\_\_\_\_ No \_\_\_\_\_ (If No, then ineligible to receive City Funding)

Date of Incorporation as a Nonprofit: \_\_\_\_\_

**Federal** Identification Number: \_\_\_\_\_ **State** Identification Number: \_\_\_\_\_

Print out and attach to this application verification from Federal (IRS) and State (FTB) as follows:

1. Attach IRS Deductibility Status using this link: <http://apps.irs.gov/app/eos/>
2. Attach State Entity Status letter using this link: [https://www.ftb.ca.gov/online/self\\_serve\\_entity\\_status\\_letter/index.asp](https://www.ftb.ca.gov/online/self_serve_entity_status_letter/index.asp)
3. Attach first page only of most recent IRS Form 990 or attach a print out of detailed information about your charity found on this State Registry's search tool: <http://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y>

Has the organization or any members of the Board of Directors of the organization been involved with any personal business transactions valued over \$500 including any business transactions, negotiations, investments, or interests in real property with a Jurupa Valley City Council Member during the past 12 months?

No \_\_\_\_\_ Yes \_\_\_\_\_ If Yes, briefly describe:

\_\_\_\_\_

Is a Jurupa Valley City Council Member or Executive Staff Member a member of the Board of Directors or an Officer of the organization?

No \_\_\_\_\_ Yes \_\_\_\_\_ If Yes, provide Council Member's Name and title within the organization:

\_\_\_\_\_

This Application has been authorized by the organizations:

Executive Committee \_\_\_\_\_ Board of Directors \_\_\_\_\_ Members-at-Large

**MISSION STATEMENT OF ORGANIZATION**

**Briefly describe the goals and objectives or mission of your organization:**

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**GRANT FUNDING PROJECT/PROGRAM DESCRIPTION**

NOTE: Receipts/invoices will be required to be submitted to the City to demonstrate that your organization used grant funding awarded by the City to support the project/program as described here. See Compliance Report on Application for details.

**1. Briefly describe WHAT THE PROJECT / PROGRAM IS (use additional sheet of paper if necessary):**

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**2. The City of Jurupa Valley grant funding will be used to support: (use additional sheet if necessary):**

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**3. Describe HOW YOUR ORGANIZATION WILL SPEND the grant funding Include equipment or services that would be purchased and why. (use additional sheet if necessary):**

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4. **If awarded, explain HOW the grant funding will specifically BENEFIT JURUPA VALLEY RESIDENTS (use additional sheet if necessary):**

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5. **Estimated number of people expected to benefit from this Project/Program:** \_\_\_\_\_

6. **Estimated number of volunteers involved in this Project/Program:** \_\_\_\_\_

<b>SIGNATURE PAGE</b>
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The Applicant acknowledges and agrees to the following:

- The information contained on this application is true, correct and up to date to the best of our knowledge.
- Recipient is subject to all Community Service Funding Program requirements including submittal deadlines and payment disbursements.
- Every Community Service Funding application is considered individually and on its own merit.
- Awards will be given to organizations and activities that directly benefit the residents of Jurupa Valley.
- Funding is not immediately available to the recipient and requires an award letter signature upon approval. Please allow time for checks to be processed.
- The award of Community Service Funding does not constitute an automatic annual allocation.
- The recognition for Community Service Funding should accrue to the City of Jurupa Valley.
- Community Service Funding must be spent as specified on the Application and records may be requested by the City of Jurupa Valley to ensure the funds were used appropriately.
- The recipient shall provide a full accounting with documentation on the use of awarded funds.
- The recipient shall return to the City any funds not spent or documented per the signed agreement.

- If awarded a Community Service Funding Grant by the City of Jurupa Valley last year, then compliance receipts must be submitted on or before this application's due date or this application may be rejected as incomplete.
- If the Application is granted, Applicant agrees to comply with the Community Service Grant Policy and use the funds only for the purposes approved by the City Council. All laws applicable to the City's funding of the Grant will comply with any conditions added by the City Council.
- Applicant further agrees that the Community Services Funding shall not be used for salaries; scholarships to students; payment of debts; or religious or political purposes.
- Applicant further agrees not to discriminate on the basis of sex, race, color, religion, ancestry, national origin, disability, medical condition, genetic information, marital status, sexual orientation, citizenship, primary language, or immigration status or such other grounds as are established by law, in the expenditure of the Community Services Funds.

**ORGANIZATION NAME:**

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**Name:**  
**President**  
**Date:**

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**Name:**  
**Secretary**  
**Date:**

**(If signed by other than President and Secretary, a resolution of the Applicant authorizing the person signing to approve the Application is required.)**

**SUBMIT ORIGINAL APPLICATION TO:**

City of Jurupa Valley  
 Terri Rollings  
 City Managers Office  
 8930 Limonite Avenue  
 Jurupa Valley, CA 92509

If you have any questions please contact Terri Rollings at (951)332-6464

## EXPENDITURE REPORT

### FISCAL YEAR (FY) 2020-2021 COMPLIANCE REPORT

If your organization is awarded a Community Service Funding Grant in Fiscal Year 2020-2021 by the City of Jurupa Valley, all grant funds received must be expended anytime between July 1, 2020, and June 30, 2021. In addition, all grant funds must be substantiated with proper back-up documentation. Failure to provide proper documentation may jeopardize any future funding. City of Jurupa Valley reserves the right to conduct an audit and/or require additional backup information to substantiate how funds received from the City were spent.

If the funds are not spent in accordance with the approved purpose stated on the Application, the organization will be required to refund all unspent funds. To substantiate that Fiscal Year 2020-2021 funds received from the City were spent appropriately, proper back-up documentation including the table below with accompanying receipts/invoices must be submitted to the City **on or before the due date of: Friday, September 10th, 2021 .**

**EXPENDITURE REPORT due on or before Friday, September 10, 2021**

1. Demonstrate that the Community Service Funding Grant specifically benefitted Jurupa Valley residents by providing the number of beneficiaries living in the City of Jurupa Valley that directly benefitted from this program: (approximate number of beneficiaries if you don't have a precise number): \_\_\_\_\_
2. Fill out this table (include additional copies if needed to explain all expenditures)
3. Attach Receipts/Invoices (in the same order as listed in this table)
4. Send to: City of Jurupa Valley, 8930 Limonite Avenue, Jurupa Valley, CA 92509, Attn: Finance Department

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

**Name of Project/Program:** \_\_\_\_\_

**Amount of Grant Funds Awarded: \$** \_\_\_\_\_

**Month + Year Grant Received from City:** \_\_\_\_\_

Attachment Number	Name of Company on Receipt/Invoice	Date (Mo/Day/Yr) on Receipt/Invoice <small>Must be dated on or between July 1, 2020 - June 30, 2021</small>	Amount of Expenditure	Describe... (1) what the expenditure was (2) purpose of the expenditure  <small>MUST support Project/Program description on Application + Award Letter</small>	Explain ... how the expenditure specifically benefitted <u>Jurupa Valley</u> residents
1			\$		
2			\$		
3			\$		
4			\$		
5			\$		
6			\$		
7			\$		

**EXPENDITURE TOTAL**

Note: Expenditure Total must be equal to (or greater than) the "Amount of Grant Funds Awarded" (above) provided by the City