




City of Fernandina Beach
Office of the City Manager

Mr. Dale L. Martin
dmartin@fbfl.org

MEMORANDUM

To: Non-Profit Agencies

From: Dale L. Martin, City Manager 

Date: April 14, 2021

RE: Budget Requests for FY 2021/2022

The budget process for Fiscal Year 2021/2022 is underway. If your organization wishes to apply for funding during this coming budget year, please complete the enclosed grant application. City staff and the City Commission will evaluate applications to determine appropriations.

Mail applications to:
City of Fernandina Beach
Attn: Finance Department
204 Ash Street
Fernandina Beach, FL 32034

If you have any questions, please contact the Finance Department at (904) 310- 3325.
The deadline for applications is May 5, 2021.

Speaking on behalf of the City Commission, the efforts of non-profit organizations are appreciated in making Fernandina Beach a better place to work and live. Thank you for your dedication and service to our community.

Enclosure: FY 2021/2022 Grant Application Packet

**CITY OF FERNANDINA BEACH
GRANT APPLICATION**

Non-Profit Organizations - Fiscal Year 2021-2022

Return Deadline for Application: May 5, 2021

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Name of Organization: \_\_\_\_\_

Fiscal Year: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

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

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

*Instructions:*

1. Please complete the attached revenue and expenditure sheets
2. Please include:
  - A. Narrative explaining the services your agency provides
  - B. Audited Financial Statements
  - C. Number of City residents served \_\_\_\_\_
  - D. Number of County residents served \_\_\_\_\_
  - E. Copy of IRS 501 C (3) determination letter
  - F. Complete W-9
  - G. Record of expenditures related to grant funding from previous fiscal year

**CITY OF FERNANDINA BEACH  
BUDGET REQUEST FOR NON-PROFIT ORGANIZATION**

Fiscal Year 2021-2022

*Revenues*

| <b>GRANTS</b>                                 | Actual<br>2019/2020 | Budgeted<br>2020/2021 | Received to Date<br>2020/2021 | Proposed Budget<br>2021/2022 |
|-----------------------------------------------|---------------------|-----------------------|-------------------------------|------------------------------|
| Federal & State                               |                     |                       |                               |                              |
| County                                        |                     |                       |                               |                              |
| City                                          |                     |                       |                               |                              |
| TDC                                           |                     |                       |                               |                              |
| Non-Governmental                              |                     |                       |                               |                              |
| Fees for Service                              |                     |                       |                               |                              |
| Membership                                    |                     |                       |                               |                              |
| Donations                                     |                     |                       |                               |                              |
| Fund-Raising                                  |                     |                       |                               |                              |
| Interest Earnings                             |                     |                       |                               |                              |
| Other                                         |                     |                       |                               |                              |
| <b>Total Revenues</b>                         |                     |                       |                               |                              |
| Cash Balance Forward<br>(Beginning of Year)   |                     |                       |                               |                              |
| <b>Total Revenues &amp;<br/>Cash Balances</b> |                     |                       |                               |                              |

**CITY OF FERNANDINA BEACH  
BUDGET REQUEST FOR NON-PROFIT ORGANIZATION**

Fiscal Year 2021-2022

*Expenditures*

| <i>Personal Services:</i>                                     | Actual<br>2019/2020 | Budgeted<br>2020/2021 | Received to Date<br>2020/2021 | Proposed Budget<br>2021/2022 |
|---------------------------------------------------------------|---------------------|-----------------------|-------------------------------|------------------------------|
| Salaries & Benefits                                           |                     |                       |                               |                              |
| <b><i>Operating Expenses:</i></b>                             |                     |                       |                               |                              |
| Travel                                                        |                     |                       |                               |                              |
| Rent                                                          |                     |                       |                               |                              |
| Utilities                                                     |                     |                       |                               |                              |
| Insurance                                                     |                     |                       |                               |                              |
| Repair & Maintenance                                          |                     |                       |                               |                              |
| Office Supplies                                               |                     |                       |                               |                              |
| Operating Supplies                                            |                     |                       |                               |                              |
| Client Related Expenses                                       |                     |                       |                               |                              |
| Volunteer Expenses                                            |                     |                       |                               |                              |
| Other                                                         |                     |                       |                               |                              |
| <b>Total Operating Expenses:</b>                              |                     |                       |                               |                              |
| <b><i>Capital Expenses:</i></b><br>(Itemize if over \$500.00) |                     |                       |                               |                              |
| Improvements                                                  |                     |                       |                               |                              |
| Equipment                                                     |                     |                       |                               |                              |
| Other                                                         |                     |                       |                               |                              |
| <b>Total Capital Expenses</b>                                 |                     |                       |                               |                              |
| Reserves & Contingencies: (End of Year)                       |                     |                       |                               |                              |
| <b>Total Expenses &amp; Reserves</b>                          |                     |                       |                               |                              |

## City Grant Instructions

- Each Grant Recipient must first execute an “Agreement for Receipt of Grant Funds”.
- Each Grant Recipient will receive grant funds payable in quarterly installments in the months of December, March, June and September after the City receives and approves the following: Quarterly Project Status Report, Documentation of Expenses, and Drawdown Request.
- The **Status Report** must contain the following information:
  - Name of the Grant Recipient
  - Name of the project being funded
  - City grant number (as assigned by the City)
  - The reporting quarters are (October 1 thru December 15<sup>th</sup>; December 16 thru March 15<sup>th</sup>; March 16 thru June 15<sup>th</sup>; June 16 thru September 30<sup>th</sup>) and these reports are due 15 days after the quarter ending date.
  - The reporting dates (ex. October 1, 2021-December 15, 2021)
  - The project, what was accomplished on the project during the reporting quarter, and what funds were expended during the reporting period.
  - Signature of the person representing the Grant Recipient and the date.
- The **Documentation of Expenses** must contain the following information:
  - Name of the Grant Recipient
  - Name of the project being funded
  - City grant number (as assigned by the City)
  - The reporting quarter (December is the 1<sup>st</sup> quarter, March is the 2<sup>nd</sup> quarter, June is the 3<sup>rd</sup> quarter and September is the 4<sup>th</sup> quarter)
  - The reporting dates (ex. October 1, 2021-December 15, 2021)
  - The Billing number (Billing #1 for 1<sup>st</sup> quarter, Billing #2 for 2<sup>nd</sup> quarter, Billing #3 for 3<sup>rd</sup> quarter, Billing #4 for 4<sup>th</sup> quarter).
  - Please attach a copy of each invoice and the check that the Grant Recipient paid the invoice with to the Documentation of Expenses. Complete the Documentation of Expenses stating the invoice date, invoice number, invoice amount, the vendor’s name, and the check number of the check with which the Grant Recipient paid the invoice.
  - Signature of the person representing the Grant Recipient and the date.
- The **Request For Funds** must contain the following information:
  - Name of the Grant Recipient
  - Name of the project being funded
  - City grant number (as assigned by the City)
  - The reporting quarter (December is the 1<sup>st</sup> quarter, March is the 2<sup>nd</sup> quarter, June the 3<sup>rd</sup> quarter and September is the 4<sup>th</sup> quarter)
  - The reporting dates (ex. October 1, 2021-December 15, 2021)
  - The funding request number (Funding request #1 for 1<sup>st</sup> quarter, Funding request #2 for 2<sup>nd</sup> quarter, Funding request #3 for 3<sup>rd</sup> quarter, Funding request #4 for 4<sup>th</sup> quarter).
  - The total amount of the City grant.
  - The amount of grant funds requested in previous drawdowns. (For the 1<sup>st</sup> quarter drawdown, this amount would be \$0).
  - The amount of grant funds being requested for the current reporting quarter (should be ¼ of the total grant amount awarded).
  - The remaining balance of grant funds. Example, if the total grant award is \$2,000 and you are requesting \$500 for the 1<sup>st</sup> quarter, the balance of the grant funds will be \$1,500.00.
  - Signature of the person representing the Grant Recipient and the date.