



# COUNTY OF ERIE

## DEPARTMENT OF FINANCE

**Brenton Davis,**  
County Executive

**James Sparber,**  
Director

Welcome to the County of Erie Community Grants application process.

Erie county government recognizes the value in supporting organizations that seek to help the citizens of our county find the resources and support they need to improve and enhance their quality of life. The community benefits from an engaged and responsive network of organizations dedicated to pursuing these goals. This application process will allow county government to understand your vision for a better community and how you plan to achieve it through the awarding of a County of Erie Community Grant. Before you begin the application, please read our Privacy Statement below.

### Privacy Statement

The County of Erie is requesting information from your organization for the purpose of evaluating and awarding community grants. The information will be used solely for that purpose. Your information will not be shared with any outside persons, agencies, businesses or organizations except as may be required to comply with the law. This applies to information submitted on paper or electronically.

### Goals of Erie County for the Community Grants

- ❖ To support organizations in the community that exist to address the needs of the citizens of Erie County.
- ❖ To provide funding to community organizations that fulfill needs partially or not currently met by other organizations, agencies or government entities.

ERIE COUNTY, PA  
**Grants to Other Organizations**  
APPLICATION



**CONTACT**

Fill out the following information and return it by July 31st to:

---

**Erie County Finance Department**  
**140 West 6<sup>th</sup> Street, Suite 505**  
**Erie, PA 16501**  
**Email: [financedata@eriecountypa.gov](mailto:financedata@eriecountypa.gov)**

---

**APPLICANT INFORMATION**

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

Are you a New Applicant: \_\_\_ or a Recurring Applicant: \_\_\_ ?

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail: \_\_\_\_\_

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

Federal EIN: \_\_\_\_\_

List All Office Locations: \_\_\_\_\_

## GRANT APPLICATION DOCUMENTATION

### List All Documents Attached Attesting To Non-Profit Status:

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

\_\_\_\_\_ Please Check  To Indicate Copy Of Grant Budget And Expected/Anticipated Expenditures Are Attached.

**Indicate how assistance will be used and benefit the organization and community at large, and meet the goals of Erie County, PA.** (Attach additional sheets if necessary and also fill out the Grant Budget Report Form):

**Will funding received under this grant be used as matching funds to receive other funding from grants or other sources?** (If yes, provide copy of application or information on funding to be matched) \_\_\_\_\_ YES \_\_\_\_\_ NO

\_\_\_\_\_ **Please check  to indicate project narrative is attached:** Provide a description of what you will do with the grant funding. The narrative must specifically address each cost item identified in the project budget.

## TERMS AND CONDITIONS

- All funds received must be spent by the beneficiary in Erie County, Pennsylvania. Preference is given to monies spent at local businesses and using local labor.
- Must be used to provide services to residents that reside in Erie County, Pennsylvania, or must benefit facilities operated in Erie County, Pennsylvania.
- All funds provided will be spent within the grant year.
- Supply a budget for the funding received under this grant. Please use the attached Grant Budget Report form.
- Erie County will be provided an accounting quarterly indicating how funding was used.
- Should beneficiary not adhere to these terms and conditions, Erie County, Pennsylvania reserves the right to partially or completely demand reimbursement of funds received by the beneficiary together with interest from the date of receipt of funds, reasonable attorney's fees, and other reasonable costs associated with the reimbursement of funds.
- None of the provisions of these Terms and Conditions or Grant Application is intended to create or shall be deemed to create any relationship between the parties hereto other than that of Grantor and a Grantee.
- The laws of the Commonwealth of Pennsylvania shall govern these Terms and Conditions and Grant Application.
- Erie County, Pennsylvania reserves the right to terminate any grant award for any breach of these Terms and Conditions.
- We acknowledge the Terms and Conditions set forth by Erie County, Pennsylvania, and the Commonwealth of Pennsylvania that the information contained in our Grant Application and any attachment thereto is both true and correct.
- Include copies of most recent 990; tax exempt form, audit report and findings, financial statement, and/or other documents requested.

---

Name

---

Date

---

Title

## GRANT BUDGET REPORT – EXHIBIT A

*Budget total must equal the amount requested*

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

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

### Request by Category

<b><u>Wages &amp; Fringes</u></b>	<b>Amount Requested</b>
-----------------------------------	-------------------------

Wages (Detail by job title)	_____
-----------------------------	-------

Fringes (not to exceed 47.8% of wages)	_____
--	-------

### **Direct and Indirect**

Training	_____
----------	-------

Contract / Professional Fees	_____
------------------------------	-------

Materials and Supplies	_____
------------------------	-------

Other Operating and Program Expenses	_____
--------------------------------------	-------

### **Capital Purchases**

Capital Outlay (Detail items up to \$1,000 limit)	_____
---	-------

**Total Grant Request:** \_\_\_\_\_

Please provide a short description of the services provided to the community with the County's grant.

Provide a description of duties performed for each job title listed under Wages.

Provide detail of the Direct and Indirect expenses to be purchased with grant funds. If Training is listed, please describe how it relates to the funded program. Note: Food for meetings is **NOT** a permitted use of County Funds.

Detail Capital Outlay items to be purchased with County Grant Funds:

Will the County's grant money used to draw down additional money? If so, how much and detail the source and amount of the revenue.

If additional space is needed you may attach a word document.

---

***This report must be submitted with the grant application.***