

GUIDELINES FOR APPLICATIONS

The Lakewood Amphitheater Community Finance Committee consists of nine members (9) with three members from each of Neighborhood Planning Units X, Y and Z. These representatives shall be elected or appointed for an unlimited term .

A. FUNDING CRITERIA

1. The committee will give preference to programs which require one time funding which do not have readily available funding from their sources, which demonstrate the capacity to become self-sustaining, and which have the potential for long term improvement of the quality of life for some community or communities within NPUs X, Y and Z. Examples of projects which might be considered for funding include neighborhood cleanup and beautification programs, in school tutorial programs; initiation or augmentation of recreation program, including the purchase of uniforms and equipment, employment preparation and training, including recruitment, referral, and placement.
2. No funds will be disbursed by this Committee for personal salaries, rent, religious events or activities, or for the purchase of power tools. No funds will be disbursed by this Committee to any government entity or quasi entities such as NPUs.
3. Only proposals from not-for-profits operating within the boundaries of NPUs X, Y and Z will be considered for funding.
4. In cases where grants are awarded to organizations associated with a governmental entity such as a school board, empowerment zone or community development office, the Committee shall require the organization receiving the grant to retain ownership of any property purchase with the grant. The organization shall be required to notify the associated governmental entity in question by letter of its intent to retain ownership of the property and to provide the Secretary of the Committee with a notarized copy of such letter. Such stipulations are for the purpose of protecting the tax-exempt status of the Foundation which administers the Committee funds.

B. FUNDING PROCEDURE

1. Funds available for distribution on January 15th shall be divided into four (4) equal sums to allotted by the Committee on a quarterly basis. Any funds left over at the end of quarter may be distributed equally among sums for disbursement for the remaining quarter may be distributed equally among sums for disbursement for the remaining quarters.
2. All applicants must submit typewritten proposals to the Committee explaining or documenting the benefit to communities in NPUs X, Y and Z expected upon expenditure of Committee funds.
3. Eleven (11) copies of the proposal, prepared according to the attached format, should be sent to following address: **LACFC, POST OFFICE BOX 6942, LAKEWOOD HEIGHTS STATION SE, ATLANTA, GA 30315.**
4. **Deadlines for receipt of proposals for the first through fourth quarters respectively are January 1, April 1, July1, and October 1.**

Committee's mailbox by the specified deadline to be considered for funding for the quarter.

5. The Committee will screen each proposal to determine if the proposal meets the criteria outlined in section A above.
6. Each project which passes initial screening by the Committee will be assigned for further investigation to two Committee members who will conduct an on-site visit. The committee members charged with responsibility for the visit will make a report and recommendation at the LACFC meeting immediately following the on-site visit.
7. All proposals must list an address and phone number for the requesting organization and the names of a Chair or other executive officer, a Secretary, and a Treasurer, or title that correspond to Chair, Secretary, and Treasurer (e.g, President, Recorder, and Financial Officer).
8. All funding decisions will be by a vote of the Committee as a Whole, after recommendations and report from the initial on-site visit have been presented.
9. Organizations which have received funds from the Committee shall not be eligible for consideration for further funding until 1 year has elapsed from the date of their previous funded application.

C DISBURSAL OF FUNDS

1. Upon approval of any proposal, the LACFC will charge the President of the Committee to;
 - A) Issue written notification of the award and the amount of the award to recipient and the Foundation
 - B) Submit a copy of their proposal to the Foundation.
 - C) Authorize the Foundation to issue a check in the name of the recipient.
 - D) Receive the check from the Foundation.
 - E) Present the check to the recipient and obtain the required acceptance signatures.
2. Recipients must cash the check received from the Committee within 30 days of receipt.

D . ACCOUNTING FOR PROJECT FUNDS

1. Recipients are required, as a condition of their grants, to keep accurate records of all expenditures of funds.
2. All receipts, paid invoices, and salary stubs issued for the expenditure of grant funds must be forwarded to the Treasurer of this Committee.
3. Expenditures will be verified according to the following schedules.
 - (a) Grants for one time expenditures:
 - (l) Expenditures must be verified immediately.
 - (b) Six month grants:
 - (i) Expenditures must be verified as they occur.
 - (ii) A detailed report of expenditures must be given at te end of each three month interval.
 - (iii) The last of the three month reports must be a comprehensive report that accounts for all expenditures over the 6 month period.
 - (c) One year grants:
 - (i) All expenditures must be verified as they occur.
 - (ii) A detailed report of expenditures must be given at the end of each quarter.
 - (iii) The last quarterly report must be a comprehensive report that accounts for all expenditures over the one year period.
 - (iv) All expenditures must be itemized.