



December 21, 2016

Dear Sir or Madam:

The City of Manassas is accepting applications from non-profit organizations as part of the City's Fiscal Year (FY) 2018 Budget process. If your organization wants to request a grant (contribution) from the City for FY 2018, (July 1, 2017 through June 30, 2018), please submit your application to the City Manager's Office by 5:00 p.m. on February 10, 2017.

The grant application consists of:

1. A cover letter (less than one page) with:
  - a. Name and address of organization
  - b. Name, title, email address and daytime phone number of the individual to contact regarding the application
  - c. The amount of funding requested; list each program and separate amount
2. A brief statement (less than one page) of your organization's **mission (primary purpose)** and how that mission benefits the City of Manassas, its residents, businesses and/or visitors; and the number(s) of City residents, businesses or visitors served by your organization in FY 2016 (July 1, 2015 through June 30, 2016) and the estimated number(s) that will be served in FY 2017 (July 1, 2016 through July 30, 2017).
3. A brief summary (less than one page) of the **services your organization will provide** to City residents, businesses or visitors in FY 2018.
  - a. Indicate the proposed number of City residents, businesses or visitors to be served in FY 2018
  - b. Indicate the number of jobs (FTEs) provided by your organization in FY 2017 and proposed for FY 2018
  - c. Indicate the number of volunteer hours used by your organization in FY 2017 and proposed for FY 2018
  - d. Provide an analysis of any service changes (improvements, additions or deletions) planned for FY 2018. Indicate if those service changes are dependent upon receiving City funds

**NOTE:** Submit separate one-page summaries for each program for which you are requesting funds.

December 21, 2016

Page 2

4. A brief summary (less than one page) of the ***major changes or developments experienced*** by your organization in the current fiscal year. This is an opportunity to let the City know about any noteworthy successes, obstacles or issues and how this is affecting your organization.
5. A copy of your current FY 2017 budget and your proposed FY 2018 budget, including the funds being requested from the City of Manassas and all other funding sources.
6. Most recent year-end financial report / audit, listing total income and total expenses for your organization's most recently completed fiscal year.
7. A list of current Board of Directors/Trustees and Executive Director, with addresses and professions. Indicate officers of the Board.
8. A copy of the Internal Revenue Service letter showing your organization's tax exempt status.
9. Brief answers to the questions on the enclosed Program Information Request.

Please send four (4) copies of your request to the City Manager's Office by 5:00 p.m. on February 10, 2017.

If you have any questions, please feel free to call Kay Taylor at 703-257-8202.

Respectfully,



W. Patrick Pate  
City Manager

Enclosure: Program Information Request

## Program Information Request FY 2018 Non-Profit Grant Funding

As part of the FY 2018 Non-Profit Grant Funding process, please briefly respond to the following questions.

1. Please select the priority(ies) from the Manassas City Council Strategic Plan that your requested program will address. The Plan is available on the City of Manassas website found at [www.manassascity.org/strategicplan](http://www.manassascity.org/strategicplan).
2. Please explain how this program/activity is related to your organization's mission and objectives?
3. Please provide at least three (total) Performance Measures which will be used to measure the success of the program or service(s) being described and include performance measurement statistics for the prior year, unless this is a new program.
4. Please describe if funds requested through this application will be used to directly leverage other sources of revenue? Identify the sources and amounts of revenue that will be leveraged/secured. (NOTE: Fundraising activities are excluded).
5. Impact: You may describe the impact on program/services if prior year funding is reduced or not approved or provide additional information that would help us in evaluating your request.