



COMMUNITY INVESTMENT APPLICATION GUIDELINES

Below is a list of guidelines that the Budget Committee of Council will take into consideration when reviewing and recommending community investment funding. This guideline is not to be used as a guarantee to receive community investment funding.

- Ability of the agency to demonstrate a public purpose to the residents of Mount Pleasant
 - Public purpose is defined as *the promotion of the public health, safety, morals, general welfare, security, prosperity, and contentment of all (or at least a substantial part thereof) to the residents*
- Stability of the organization
 - Length of existence and number of years serving Mount Pleasant
 - Financial condition (unrestricted financial reserves as compared to annual expenses from last completed fiscal year)
- Reliance on government funding
- Effectiveness of the organization's spending
 - Percent of expenses spent directly on programs
 - Measured by the SC Secretary of State
- Services provided to the residents of Mount Pleasant
- Application is received by its appropriate deadline and is complete and accurate
- If returning applicant, a verifiable performance report is completed fully and accurately

COMMUNITY INVESTMENT APPLICATION REQUIREMENTS

Below is a list of requirements for approved community investment funding applications.

- A signed agreement as a pre-requisite to receiving funds that describes how the funds will be used and by when they will be spent
- Agreement that monies spent differently than described in the application or spent on political activities must be returned to the Town
- Agreement that any unspent funds must be returned to the Town within 30 days of the end of the program or the Town's fiscal year
- A request in writing, after July 1, 2019 and before June 30, 2020, to the Town's Budget Manager to receive the funds.



- A final report on the use of the funds must be submitted within 30 days of the end of the program or fiscal year

COMMUNITY INVESTMENT APPLICATION CHECKLIST

- Submit Application by February 1, 2019 deadline. No late applications will be considered.
- Complete Current Application
 - o *If returning to the Committee for funding, a completed Performance Report must be completed for previously funded events (last page of application).*
- Attach a recent financial report
 - o Annual audit if revenues are \$1,000,000 or more, or
 - o IRS Form 990 if revenues are less than \$1,000,000, or
 - o Financial statement if revenues are less than \$1,000,000
 - o Demonstrate all entities providing funding to your organization
- Provide Proof of Exemption Status
 - o Copy of Tax Exempt Determination Letter
 - o Federal Employee Identification Number
- W-9 (**First time applicants only**)
- If possible, email all items to swilber@tompsc.com or mail to:

Town of Mount Pleasant
Community Investment Application
Shawna Wilber, Budget Manager
100 Ann Edwards Lane
Mount Pleasant, SC 29464

Failure to provide completed forms on time may disqualify the applicant from receiving support. Your application will be discussed at a Town Council Committee meeting during the budget process. Applicants will be required to appear before the Committee to present their request. **The meeting will be duly advertised once scheduled. Applicants will be notified in writing of Town Council's decision.**

Staff will rank all applications with the following scales, for a total of 20 points, with rankings presented to the Committee.

Length of time serving Town	Percent spent directly on programs	Number of population served	Required service in lieu of Town	Reliance on government funding
> 10 years 1	0% - 50% 1	0 - 20,000 1	No 0	76% - 100% 1
> 20 years 2	51% - 80% 2	20,001 - 40,000 2	Yes 4	51% - 75% 2
> 30 years 3	81% - 90% 3	40,001 - 60,000 3		26% - 50% 3
> 40 years 4	91% - 100% 4	> 60,000 4		0% - 25% 4

**Town of Mount Pleasant
Community Investment Application
Fiscal Year 2019-2020**

DEADLINE: February 1, 2019

MAIL TO: Town of Mount Pleasant, Community Investment Funding Application
100 Ann Edwards Lane Mount Pleasant, SC 29464; swilber@tompsc.com

Presentations to the Budget Committee of Council shall be no more than 5 minutes in length and should address the items listed below as well as the questions listed on page 2 of the application.

1. Name of Applicant Organization: _____
2. Mailing Address: _____
Street or P. O. Box / City / State / Zip Code
3. Name of Project/Program: _____
4. Project Director: _____ Title: _____
Telephone #: _____ Fax #: _____
Email address _____
5. Applicant Category: (Check the description that best describes your organization)
 Government Agency Eleemosynary Private Business Other
6. Please check which tax status applies to your organization:
 Not-For-Profit as registered with the Secretary of State of South Carolina
Date of Incorporation _____ Charter # _____
 Federal Exempt Under IRS Code 501(c)
Date of IRS Tax Exempt Determination Letter _____
(Attach copy of letter)
7. Federal Employee Identification Number (EIN) _____
(Please provide proof of Exemption Status and Federal Employee Identification Number)
8. Year organization was founded: _____ Year first started serving Town residents: _____
9. Amount of Request: _____
10. Have you received funds from the Town of Mount Pleasant previously? Yes No
If yes, how much? _____ What Years? _____

Applicants must complete this application in its entirety. Supplemental information shall be no more than 2 pages in length. Projects submitted for consideration must demonstrate a relationship to or impact on the Mount Pleasant community and be consistent with the Town of Mount Pleasant's Comprehensive Plan. **Funding recipients must recognize the Town of Mount Pleasant as a sponsor on all promotional materials.**

Applications will be reviewed annually at a Town Council Committee meeting during the budget process. Once a meeting date is established, you will be advised of the date and time for a brief presentation.

By signing this application, the applicant agrees to spend awarded monies as described in this application, not towards political activities, and will spend the monies by June 30, 2020. Otherwise, the applicant must return awarded monies to the Town.

Project Director (SIGNATURE)

Date

Name of Applicant Organization: _____

If you are a returning applicant, please complete the Performance Report below.

1. How much funding did you request in previous years from the Town of Mount Pleasant?

2. How much did you spend?

3. Please list the ways funds were allocated or attach an expenditure/expense report to your application.

Amount received:

Expenditures/expenses:

4. Describe how your funding from the Town of Mount Pleasant was used for the benefit of the public.

5. Provide the number of residents served by your project/program.