



**City of Georgetown**  
**Children's and Youth Program Funding**  
**APPLICATION AND GUIDELINES**

**General Information:** The City of Georgetown budgets a limited amount of funds to pay for contracted Children and Youth Programs that benefit children and youth who have little or no access to the City of Georgetown's programs or services that the City is legally authorized to provide but not currently providing, either because of fees or location. Eligible applicants are non-profit organizations in good standing under IRS codes or other governmental bodies with the authority to provide programs for children and youth. The decision to approve or disapprove an application will be made by the City Council and will be based upon the programs that are offered meeting the criteria outlined in the City Council Policy relating the Children and Youth Program Funding, the qualifications of the applicant organization, and the availability of funds. To receive funding for the City's 2007-2008 fiscal year (beginning October 1, 2007), applications must be submitted by the **deadline date** of June 22, 2007.

**Instructions:** Applications must be complete and contain original signatures. Complete all sections and attach required information. Mail completed, signed application to: Children's and Youth Funding Programs, Management Services Division, City of Georgetown, P.O. Box 409, Georgetown, Texas 78627-0409 or bring completed, signed application to the Management Services Division at 113 E. 8th Street in Georgetown.

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**Section 1: Applicant Information**

Legal name of organization: \_\_\_\_\_

Non-Profit (501(c)(3)) Tax Identification Number: \_\_\_\_\_

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

Location/Street

City

Mailing

City

State

Zip Code

Telephone Number: ( ) Fax Number: ( ) \_\_\_\_\_

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

Name of Executive Director: \_\_\_\_\_

Telephone Number: ( ) Fax Number: ( ) \_\_\_\_\_

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

Name of Board Chair: \_\_\_\_\_

Telephone Number: ( ) Fax Number: ( ) \_\_\_\_\_

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

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

Telephone Number: ( ) Fax Number: ( ) \_\_\_\_\_

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

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**Section 2: Request**

Describe purpose of request and the programs to be provided with these funds (if your organization received funding in FY 2006-07, please indicate whether or not the proposed programs for the upcoming year are different from the past year):

Amount of funds requested from the City of Georgetown: \_\_\_\_\_

What is the total cost to provide these programs: \_\_\_\_\_

List source(s) of other funds and amount provided by source:

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**Section 3: Problem Statement**

Describe the community problem to be addressed and the need for these programs:

What will happen if these programs are not provided?

What other resources are available in the community to address this problem and need?

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#### **Section 4: Goals and Objectives**

Indicate in what way the program is for children and youth who have little or no access to the City of Georgetown's programs, either because of fees or location.

Is the program offered on a regular basis after school and/or during vacations and breaks? Give specifics.

Are there any charges or fees to participating youth and children? If so, what are they?

Is the program open to the public and to be held at an accessible facility? Give location of the facility.

Describe measurable service outcomes of the program.

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#### **Section 5: Qualifications of the Applicant**

What is the agency's mission statement:

Briefly describe the agency's history, programs, and programs:

Describe qualifications of key staff members who will be providing programs for which funding is requested, and key administrative staff members who will be accountable for the contract:

Attach verification of non-profit or governmental status, (for example IRS determination letter).

Attach current list of officers and Board of Directors members. Indicate affiliation and terms of office.

Attach financial statements for last completed fiscal year (audited if available; if audited statements are not available, please explain.)

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**Section 6: Certification**

The applicant certifies that all information in this application and all information furnished in support of this application is true and complete to the best of applicant's knowledge and belief.

The applicant shall not, in the provision of programs, or in any other manner, discriminate against any person on the basis of race, color, creed, religion, sex, national origin, age, familial status or handicap.

The applicant will at all times indemnify and hold the City of Georgetown harmless against all losses, costs, damages, expenses, and liabilities of any nature directly or indirectly resulting from, arising out of or relating to the City's acceptance, consideration, approval, or disapproval of this request and the issuance of funds herewith.

\_\_\_\_\_  
Typed Name of Executive Director

\_\_\_\_\_  
Typed Name of Chair of Board of Directors

\_\_\_\_\_  
Signature of Executive Director

\_\_\_\_\_  
Signature of Chair of Board of Directors

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Signed