



1594 Esmeralda Avenue  
Minden, Nevada 89423

[www.douglascountynv.gov](http://www.douglascountynv.gov)  
775-782-9821

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## DOUGLAS COUNTY COMMUNITY GRANT

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### Fiscal Year 2020-2021

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To: All Agencies Requesting Grant Funding from the Douglas County Board of Commissioners  
From: Natalie Wood  
Date: September 3, 2020  
RE: Douglas County Community Grant Program

Welcome to the Douglas County Community Grant Program for FY 2020-2021!

All agencies that want to apply for grant funding from the Board of County Commissioner's Community Grant Program for FY 2020-2021 must complete and submit an online Grant Application. Please be advised that due to limited funding, some applicants will only receive partial funding. Each applicant is strongly encouraged to review the attached evaluation criteria while preparing the grant application.

Please visit the Community Grant website at:

<https://www.douglascountynv.gov/cms/One.aspx?portalId=12493103&pageId=13610238>

for real time updates on the process and the dates of the Board meetings. Please note that all applications and documentation submitted for this grant cycle will become public record. Federal Income Tax Returns will remain confidential.

#### **Community Grant Application**

The grant submission application period is open from July-September each year. If you are interested in applying, please access the online application located at the following link: <https://forms.gle/8Xpi6Gfc5yZUr49F9>

The following documents are required to be uploaded to this application as a PDF: organizational chart, most recent Federal Income Tax Return, most recent balance sheet, the organization's budget, and a completed copy of the Assurances Signature document.

To qualify for funding, an organization is required to submit a complete online application to Douglas County by 11:59 PM September 30, 2020. Applications received incomplete or after the due date will not be considered.

Applicants are required to thoroughly review the grant website along with Douglas County Policy 100.08 Community Grants Program and the Douglas County FY-22 Strategic Plan before submitting their application.

Please contact Natalie Wood at (775) 782-9821 with any questions regarding the Community Grant Program.

Mailing Address: P.O. Box 218, Minden, NV 89423

### **Community Grant Application Timeline**

September 3, 2020 – September 30, 2020 – Applications are available for all organizations that wish to apply for funding for Fiscal Year 2020.

#### **September 30, 2020 – Application deadline**

October 5-9, 2020 – Grant Committee to set up interview time and location with each applicant (or upon receipt of application)

October 12-16, 2020 – Grant Committee to review applications and interview applicants

October 19-23, 2020 – Grant Committee to review applications and interview notes in preparation for grant recommendations to be presented to the Board of County Commissioners

October 26-30, 2020 – Submit Community Grant recommendations for the November 19, 2020 Board meeting

November 19, 2020 – Present recommendations to the Board of County Commissioners for approval

December 3, 2020 – Present Resolutions for funding to the Board of County Commissioners for approval

# Douglas County Community Grants

## Evaluation Tool

### Section 1: Grant Project Summary (5 points)

- ✓ Information is completed in full and submitted by published due date and time.

Score: \_\_\_\_\_

Notes:

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### Section 2: Agency Description (20 points)

- ✓ Mission Statement is completed (given)
- ✓ Agency has record of service to Douglas County specifically (5 points)
- ✓ Agency/program fully utilizes volunteers (10 points)
- ✓ Paid staff are minimal or vital as professional talent (5 points)

Score: \_\_\_\_\_

Notes:

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**Section 5: Assurances (25 points)**

- ✓ All items included in full (15 points)
- ✓ Organizational Chart is balanced and clear (5 points)
- ✓ Application was on time or justifiably late (5 points)

Score: \_\_\_\_\_

**TOTAL SCORE:** \_\_\_\_\_

Evaluator Name: \_\_\_\_\_