

City of Falls Church Economic Development Authority

Grant Guidelines and Process

Background

The City of Falls Church EDA was created by Special Act of the General Assembly of the Commonwealth of Virginia in 1998 to support activities, programs and strategies that encourage economic development, job creation and business vitality in the City of Falls Church.

Goals of the Grants Program

Consistent with the EDA's overall mission, grant funds will be awarded to support programs, events or activities that achieve one or more of the following goals:

- create new jobs;
- bring visitors and consumer activity to the City;
- enhance the City's tax base and/or business climate;
- attract new businesses to the City or retain existing businesses; and
- raise the City's profile in the region in a positive way.

Eligibility and Grant Fund Availability

Only grants for non-profit organizations or activities that are consistent with program goals will be considered for approval by the EDA. The EDA has limited resources with which to support its mission.

It is the EDA's policy to award grants annually in a cumulative amount not to exceed the annual revenue available to the EDA. In 2010, the EDA had revenue of approximately \$22,000.

Grant Application Process

Each year at its October meeting, the EDA board will schedule brief presentations by applicants that have submitted formal grant applications to the City's Economic Development Office *no later than August 31*. Applicants will be informed of their scheduled presentation time slot in advance of the October board meeting. The EDA board will ask questions of the applicants immediately following their presentation and, if necessary, during the month following the meeting. The board will announce grant awards and take action to allocate EDA funds at its November meeting.

Evaluation and Selection Information

Grant recipients and award amounts will be evaluated and determined on the basis of the following information:

- The demonstrable or measurable extent to which EDA grant support will involve or benefit local businesses directly.
- How does the grant supported activity bring net new investment or business/consumer activity to the city?
- Is the application for funding complete and is the need for EDA grant support clearly stated?
- How does the activity utilize The Little City brand message?
- Is the activity ongoing, annual, or one-time only?
- Will the EDA be the primary source of funding?
- What is the full funding picture, including business donations and attendee fees (if applicable)?
- Does the applicant intend to seek EDA funding support annually?

Application Form and Reporting Requirements

The applicant is required to submit a completed application form and supplemental information to the City Economic Development Office (EDO) no later than August 31 to be considered for an invitation to present a funding request to the EDA board at its October meeting. The application must include the following:

- A narrative summary of the activity(ies) for which funds are requested.

- Clearly stated objectives for accomplishing the goals for the intended activity(ies).
- Description of how grant funds will achieve one or more of the EDA grant program goals and how the applicant will measure its achievements in a post-grant report.
- Budget detail of proposed EDA grant-supported and overall expenditures.
- Background information about the applicant organization and its capacity to undertake the activity(ies).

Reimbursement and Post-Grant Report

In most cases, grant funds will be paid on a reimbursement basis. The grant recipient must submit documentation to the EDO in the form of receipts and expenditure itemization consistent with the award amount. The EDA board reserves the right to release a grant award payment in advance of expenditures under special circumstances.

The post-grant report detailing the measurable achievements of the grant-supported activity(ies) shall be submitted at the same time reimbursement is requested. Should EDA funds be paid in advance, expenditure receipts and the post-grant report shall be submitted no later than 30 days after the conclusion of the activity(ies).

For additional information, please contact the EDO, 300 Park Avenue, Suite 301E, Falls Church, VA, 22046; 703.248.5491; or rickgoff@fallschurchva.gov.

CITY OF FALLS CHURCH
Economic Development Authority

Grant Application Form

Directions: Please complete all of the required fields. Submit the form and supplemental material to the Economic Development Office either by mail, fax or e-mail (scanned or PDF). Refer to the *EDA Grant Guidelines and Process* for further detail regarding submission deadlines, EDA goals, evaluation and selection information, and reporting requirements.

City of Falls Church Economic Development Office
300 Park Avenue, Suite 301E
Falls Church, VA 22046
Phone: 703-248-5491
Fax: 703-248-5103
E-mail: rickgoff@fallschurchva.gov

Grant Amount Requested: \$ _____

Applicant Organization Information:

Name: _____

Address: _____

Contact Person: _____

Phone: _____ **Fax:** _____

E-mail address: _____

Federal Tax ID #: _____ **Date of Incorporation:** _____

501(c)(3) Certification (if applicable): _____

Date Organization Began Operations in the City of Falls Church: _____

If Awarded a Grant, to Whom Would a Payment Check Be Issued?

Please submit the following information as an attachment to your application form:

- **Provide a narrative summary of the activity(ies) for which funds are requested.**
- **State clearly the objectives for accomplishing the goals for the intended activity(ies).**
- **Describe how grant funds will achieve one or more of the EDA grant program goals and how you will measure those achievements in a post-grant report.**
- **Provide a detailed budget of proposed EDA grant-supported and overall expenditures for the activity(ies).**
- **Provide background information about your organization and its capacity to undertake the activity(ies).**

Post-grant report: After grant-supported activity(ies) are completed, the grant recipient is required to submit a report on achievements of objectives as identified in the grant application and how they were measured. The post-grant report shall be submitted to the Economic Development Office at the time payment for reimbursable expenses is requested or no later than 30 days following the conclusion of grant-supported activity(ies) if payment was approved in advance.