



CITY OF SAND SPRINGS

SPIRIT GRANT

2023 APPLICATION INFORMATION PAGE

Organization _____

Project Name _____

Project Period _____

Federal Tax ID _____

Contact Person _____

Mailing Address _____

Phone number _____ Cell _____

Email Address _____ Prior grant received? **YES NO**

Total Project Amount	(\$500- \$5,000)	\$ _____
City (Spirit Grant) Portion	(80% of Total)	\$ _____
Cash Match Funding	(20% of Total)	\$ _____

Grant Application Scoring
 Your application will primarily be scored (up to 100pts) based upon the following criteria:

- Potential to produce sales tax and increase tourism (35pts)
- Potential to make a positive impact on the community (20pts)
- Ability to generate public interest or attendance [special events] (15pts)
- Ability to enhance community beautification/public image (15pts)
- Well prepared business plan (15pts)

Project Details

(Please answer the following questions in as much detail as possible and list your budget plan on a separate page if needed. Thank you.)

- Please describe your project, and give some detail on how the funds will be used.

- How will your project benefit from the grant?

- How will your project benefit the city (*i.e. sales tax and tourism generation, community enhancement or beautification*)?

- How will the City be involved? (*i.e. will you require police or fire resources, park rental, street closures, etc.*)

- Please attach a project schedule showing important planning, publicity and work phase portions of your project. This will help illustrate your team's ability to work through the details of planning and then completing your project (please attach separate document)

- Please complete a detailed Budget (you may use this template or supply separate budget sheet if necessary)

Project Budget:		
Income:		
	80% Spirit Grant Award	
	20% Spirit Grant Match	
	Total Income	
Expenses:	<i>Example- Purchase trees</i>	
	Total Expenses	
	Net Income/ Loss	

NOTE: Grants may not be for a purpose prohibited under Oklahoma law. Grants are subject to the program rules and policies. Grants will ONLY be paid out on a reimbursement basis for the uses specified in the application upon presentation of original receipts supporting the expenditure. Failure to supply original, legible receipts that can be validated may be cause for reimbursement denial. Grant funds may not be used to purchase alcohol. Projects and expenses incurred prior to the award are not eligible for consideration. Projects shall secure final acceptance by the City prior to submitting for reimbursement.

Please send your completed application, grant proposal budget and Application Agreement to:

**Spirit Grant Program, Attn: Brad Bates
100 E Broadway, Sand Springs OK 74063**

Application Agreement

We, _____, hereby make application to the City of Sand Springs, Oklahoma, for a "City of Sand Springs Spirit Grant" in the Total Project Amount of \$ _____. We have read, understand, and agree to the grant program requirements. We understand the project will be reviewed by the City and may be accepted, modified or rejected as the City may determine. If approved, we understand that we will be required to enter into a Grant Agreement with the City of Sand Springs, Oklahoma, stipulating the scope of the project and amount of the grant. We must execute the agreement and forward it to the City for review and approval prior to undergoing the project and receiving a "notice to proceed" from the Spirit Grant Team. We also agree to complete the project and submit the necessary invoices for reimbursement within one year from the date of the grant award from the city in order to receive reimbursement of any grant funds. We further agree to expend funds in a manner which reflects the application we have submitted, and that failure to do so can result in rejection of our grant reimbursement. We agree that the City may audit our accounts as necessary to verify proper reimbursement.

Applicant Signature

Date

Office Use Only:

Received:

City of Sand Springs

Date