

City of Brentwood Economic Development Grant Program Application

2024-2025



Application Deadline: **March 29, 2024**



Economic Development Grant Program Application

Fiscal Year 2024-2025

Project Information

Proposed Project Name: _____

Lead/Sponsoring Organization: _____

Day(s) and Time(s) of Project: _____

Project Location: _____

Length of Project: _____

Estimated Number of Participants or Attendees: _____

Total Estimated Project Budget: \$ _____

Amount of Requested Grant Funds: \$ _____

Contact Information

Name and Title of Contact Person: _____

Mailing Address: _____

City: _____ State/Zip: _____

Telephone: _____ Email: _____

Business License #: _____ Exempt from Business License requirement

Non-profit ID #: _____

All applicants must carefully review the Economic Development Grant Program Guidelines before completing this application.



Scoring will be based on the items and information listed below.

Proposed Project Narrative

Answers to the questions below must ONLY be submitted using the provided form. *(Please be concise)*

1. Describe the project/event in detail. Provide the project/event purpose, goal/s, location and time/date, and any other relevant information. (1000 Character Maximum)
2. How does the project align with the current City Council Strategic Plan or the City's overall Economic Development Plan/efforts AND how will the project achieve positive publicity for Brentwood throughout the region? (1000 Character Maximum)
3. How will the project increase shopping and tourist activity in Brentwood while also demonstrating a maximum impact on the City's economic development? (1000 Character Maximum)

4. Will the project support small business development? If so, how? (1000 Character Maximum)

5. How does the project demonstrate a stable management structure, full fiscal accountability, and a well-planned budget that includes eligible expenses, projected revenue sources, estimated net revenue, strong financial commitment of matching private funds, and the effective leveraging of City funds? (In addition to answering this question, applicants who have been grantees in past years are required to provide the previous year's Final Report and Reimbursement Request.) (1000 Character Maximum)

6. Is the project a new or a first-time event? If it is a new project or first-time event, will it fill a need not currently provided in the community? If so, how? (1000 Character Maximum)

Estimated Project Budget

Complete the estimated project budget form below. If the total project costs exceed the amount of grant funds requested, provide other funding sources for the project.

2024/25 Economic Development Grant Program Estimated Budget	
Revenue	Amount
Grant Funding Request	
Sales (ticket sales, booths, food/drinks, etc.)	
Sponsorship (donations, in-kind, etc.)	
City Fee Waivers	
Other source(s) of funding/revenue (attach itemized list)	
Total Estimated Revenue	
Expenses	Amount
Employee/Volunteer (non-reimbursable expense)	
Advertising/Marketing	
Contractual Services	
Materials	
Food/Drinks/Meals	
Insurance	
Permits	
Office Supplies	
Rentals	
City Services	
Other Expenses (attach itemized list)	
Total Estimated Expenses	
Estimated Net Profit or Loss (Total Estimated Revenue – Total Estimated Expenses)	

If there is an estimated net profit, describe how the funds will be used. (500 Character Maximum)



City Services/Facilities and City/Police Fee Waivers

1. What City services/facilities (if any) will be required for the proposed project?

2. Do you plan on applying for any fee waivers from any City departments?

If yes, which fee waivers will be sought, and for what total amount?

Required Documentation Checklist

The following items must be submitted with your application:

- Copy of current Brentwood business license certificate or, if the organization is a non-profit, tax-exempt organization (i.e., 501(c)(3), then proof of status from the State and Federal determination letter.
- Authorization Letter granting permission from the property owner where the project will take place (if applicable)
- Copy of latest Final Report and Reimbursement Request (only applies to returning grant recipients)
- Evidence of approval by the organization's Board of Directors (if applicable)

ACKNOWLEDGEMENT

I am authorized to submit this application on behalf of the organization I represent. The information provided is true and correct. Initial: _____

I understand that monies received as a result of this application must be used in accordance with the City of Brentwood's Policies and the Economic Development Grant Program Guidelines. Initial: _____

I understand that any variations to the original request for funding will need to be addressed to the Economic Development Division. Initial: _____

I understand it is the applicant's responsibility to adhere to all application instructions and requirements, including submission dates and timelines, as well as the required and detailed back up information. Initial: _____

I have read and understand the 2024-2025 Economic Development Grant Program Guidelines and application requirements.

Signature: _____ Date: _____

Print Name: _____ Title: _____

If a non-profit organization, application must be signed by the Board of Directors President, along with the Executive Director.

Signature: _____ Date: _____

Print Name: _____ Title: _____

Please note: If your application is approved and the project proceeds, approval of funding does not, in any way, exclude applicants from having to obtain the appropriate permits, and/or consents or approvals required by the City.

