

KENO GRANT GUIDELINES

The purpose of the Keno Grant is to help fund projects, programs, and services designed to support the betterment of Fremont, Nebraska. Applicant projects, programs, and services must be open to all Fremont residents. All requests must demonstrate a strong need and positive impact on current and future residents.

Based on this purpose, and the recognition that there are limited dollars and many outstanding projects, the following guidelines are to be distributed with all grant applications. They are intended to assist agencies in recognizing their eligibility for the fund, and the types of requests preferred by the committee.

1. Grantees are limited to nonprofit 501(c)3 agencies.
2. Grantees should be advised of the following funding preferences:
 - Additional consideration will be given to proposals for projects, programs, and services that:
 - Illustrate collaboration,
 - Smaller things that can make a big difference,
 - Have a sustainability plan,
 - New or expanded projects, programs, or services that will demonstrate measurable impact.
3. All Keno Grant requests require a match of 50%.
4. Primary applications will be due by October 1 and if funds remain, supplemental applications will be due by April 1 of each year.
5. Grant range is up to \$10,000 per year. Requests for over \$10,000 may be considered if the project, program, or service is of a greater scope or impact.
6. Applicants with projects, programs, and services involving City property or an asset that the City will need to maintain will be required to comply with City of Fremont procurement procedures.
7. Projects, programs, and services must be completed by August 31 and a final report submitted by September 30 of the grant year.
8. Applicants must recognize the City of Fremont Keno Grant program on appropriate materials related to the project, program, or service.
9. The Keno Advisory Board makes recommendations to City Council for funding. The Mayor and City Council approve or deny funding requests.

Keno Grant Application

The purpose of the Keno Grant is to help fund projects, programs, and services designed to support the betterment of Fremont, Nebraska.

Agency Name and Address:

Date: _____

Telephone Number: _____ Date of 501(c)3 Approval: _____

Title of Project:

Contact Person: _____ Title: _____

Email Address: _____

Total Project Cost: \$ _____ Request from Keno: \$ _____

Total Agency Budget for Fiscal Year: \$ _____

Is this a New or Continuing grant request? _____

Signature of Responsible Party

Date

Please limit your responses to 250 words for each question. Attach answers on a separate sheet.

1. Describe the project and the expected time frame.
2. What are the goals/objectives of this project? How does this match those of the agency?
3. How many people will be served by this project?
4. Is there another agency or organization addressing this need? Is this a collaborative project and, if so, with whom?
5. What is your criterion for success and how do you propose to measure it?
6. How will you plan for sustainability of this project?

Attachment A: Attach a current one year budget for this project. Please include a Budget Narrative for each category, both for requested dollars and other dollars. Also indicate anticipated expenses and committed revenues.

Attachment B: Attach a list of your current Board of Directors.

Attachment C: Attach a copy of your IRS determination letter.

Submit application and attachments to:
City of Fremont
Lottie Mitchell, Grant Coordinator
400 East Military Avenue
Fremont, NE 68025

Agency: _____

Keno Grant Application Budget Form

Total Cost of Project: \$ _____ Request from Keno Fund: \$ _____

Other Funding Sources at this time: (Indicate committed or pending)

Project Budget Detail*

Category	Other Funds	Keno Request	Total Cost
Personnel (Salary)			
Administrative Costs			
Contractual Services			
Rent/Occupancy			
Telephone			
Insurance			
Printing/Postage			
Supplies			
Transportation			
Equipment			
Other – Specify			
Total Budget			

*Please include a one page Budget Explanation.

Keno Grant Fund

Additional Questions for Applicants requesting continuation funding.

1. State your measurable objectives and where you are now as far as meeting the objectives. If you have not met the objectives, please explain why.
2. What do you hope to accomplish with Keno Grant Fund dollars during the next year?
3. What could the City of Fremont do to assist you in your grant implementation?
4. What has been your greatest challenge in the implementation of this grant?
5. What was your best accomplishment or success with the use of these funds?

Statement of Acknowledgment of Procedures, Deadlines, and Report Requirements

Authorized individual must check the appropriate box and sign this Acknowledgement Form.

- This Keno Grant request does not involve City property or an asset that the City will need to maintain and will not be required to comply with City of Fremont quote requirements. I understand that my organization will be reimbursed at the rate of 50% of paid invoices up to the grant award amount. I further understand the project shall be completed by August 31, with a report filed with the City Clerk by September 30 of the grant year. Failure to follow the procedures, deadlines, and reporting requirements may result in forfeiture of grant funds.

- This Keno Grant request does involve City property or an asset that the City will need to maintain. I understand I must comply with City of Fremont purchasing policy and must obtain at least three (3) written quotes from vendors in good standing with the City of Fremont. I further understand the vendors must be in compliance with both State Statutes and the Fremont Municipal Code and that the lowest qualified quote/bid shall be selected. I also agree to contact the Director of Finance, Jody Sanders at 402-727-2627 or jody.sanders@fremontne.gov, before committing funds for my project. I further understand the project shall be completed by August 31 with a report filed with the City Clerk by September 30 of the grant year. Failure to follow the procedures, deadlines, and reporting requirements may result in forfeiture of grant funds.

Authorized Individual

Witness

Printed Name and Title

Printed Name and Title

Signature

Signature

Date

Received by City of Fremont: _____
Name and Title

Date Received: _____