



Regional Assets Funding Community Asset Application

Program Guidelines | August 2011

Empowering Innovation, Transformation & Growth for Erie County

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Section I. General

Introduction.

The Erie County Gaming Revenue Authority (ECGRA) was created by Erie County Government in December of 2008. The Authority is charged with creating and administering a grant making process for restricted and uncommitted funds that come from the Pennsylvania Department of Revenue. The seven member Board approves the funding recommendations for the following programs:

- A. Regional & Community Assets Investments
- B. Economic Development Investments
- C. Capital Projects Investments
- D. Social Services Investments
- E. Discretionary Investments

Mission.

The mission of the Regional Asset Funding is to create an economic impact on Erie County's economy and improve the quality of life of its citizens. The Authority has committed to four principles to guide them:

1. **Sustainability** – The first and most important guiding principle is sustainability. The Authority will invest in and support long-term sustainable organizational and community needs and assets in a way that will allow these funds to work for the community for longer than legislation that created the Authority.
2. **Quality of Life** – Without a strong and vibrant quality of life in a community there is a feeling of emptiness that is hard to explain. By creating much needed stability and sustainability for the region's nonprofits, all Erie County residents will benefit from having a great place to live.
3. **Long-term Economic Impact** – The investments made by the Authority will create and sustain jobs and businesses in Erie County.
4. **No Redundancy** – Funding will go to enhance and improve already existing assets, economic and community development and social service programs.

Criteria & Funding Opportunity.

The applicant for funding shall be an IRS designated Section 501c3 organization, or with respect to which a political subdivision or 501c3 organization has operational and financial responsibility.

Geographic Focus.

The applicant's main office or headquarters must be located in the boundaries of Erie County, Pennsylvania.

Targeted Economic Impact.

The purpose of Regional Asset Funding is to create a targeted economic impact on Erie County through tourism and quality of life. By attracting attendance to the region's assets, direct and indirect economic impact is created. This creates an influx of dollars from outside of Erie County resulting in economic growth. By improving the quality of life in Erie County, the ability to attract and retain a skilled workforce is increased. In the global economy, skilled workers can work from anywhere. They choose to live where they have a high quality of life. Strong regional assets and a skilled workforce lead to job creation, investment from the private sector, stable land and housing prices and increased civic pride.

Section II. Regional Assets Funding – Community Asset Grant

Funding Authority.

The Authority is formed pursuant to the provisions of the Economic Development Financing Law, Act of August 23, 1967 P.L. 251, as amended, 73 P.S. &371, et seq., the Pennsylvania Race Horse Development and Gaming Act, Act of July 5, 2004 P.L. 572, as amended, 4 PA.C.S.A. &1403©(2)(v) and the Home Rule Charter of the County of Erie. Funding for the Authority is contingent upon receipt of funds from the Pennsylvania Department of Revenue.

Eligible Uses of Funds.

The Regional Asset – Community Asset Grant Program may provide funding for the following:

1. Programmatic Support
2. Development of Programs and Services
3. Capital Costs for Equipment, Maintenance and Upgrades

Ineligible Uses of Funds.

Regional Asset – Community Asset Grants cannot be used for the following:

1. Debt service
2. International Travel

Program Budget & Narrative.

Each application shall also demonstrate the following:

1. Requested amount from ECGRA
2. Your Agency Contribution
3. Other Agency or Funder Contribution; Include Source
4. Total Program Cost
5. A 1:1 cash match is required for this program. 100% of the cash match must be from non-local, state or federal government funding. Existence of an endowment does not count toward match.
6. Provide Narrative

Contract Terms.

Grant contracts for the Regional Asset – Community Asset Funding shall be for an initial period of 12 months. One (1) option to extend the terms of the contract for a period of six (6) months may be granted by the Authority. Detailed, written justification for the contract extension shall be submitted to the Authority for review and consideration. If the funds allocated to the applicant are not expended on or before the expiration of the grant contract, including the extension period, the unused portion of funds shall be returned to the Authority.

Corporate Resolution.

A corporate resolution is a corporate action that will be voted on at a meeting of the board of directors for the applicant's corporation. The resolution will affirm that the applicant agrees to follow grant guidelines, reporting requirements and closeout procedures set forth by the Authority if applicant receives the grant. The resolutions will also affirm which individual(s) are authorized to act on behalf of the corporation. See Appendix A for template.

Section III. Community Asset Funding, Reporting Requirements and Grant Closeout Procedures.

Application Submission.

The application for Regional Asset Funding – Community Asset Grant shall be submitted to the Erie County Gaming Revenue Authority utilizing a grant application provided to the public through www.ecgra.org.

1. All submissions must be received by the ECGRA Office or postmarked by close of business Friday, October 14, 2011.
2. The applicant shall submit 10 copies of the Application, Annual Summary Statistics, Narrative, Budget Form & Narrative, and Corporate Resolution.
3. The applicant shall provide their IRS letter of determination for 501c3 status and most recent 990 Form.
4. The applicant shall provide their Annual Report or Year End Review for the previous fiscal period.
5. The application must be submitted in typed form, by close of business to:

Erie County Gaming Revenue Authority
5240 Knowledge Parkway
Erie, PA 16510

6. Program Inquiries should be directed to:

Perry N. Wood
ECGRA, Executive Director
(814) 897-2693
pwood@ecgra.org

Narrative.

Narrative should address each of the following questions. Limit to 2 pages, 12 point font, single spaced with 1" margins.

- Organization Overview
 - What is the mission of your organization and how does your programming relate to that mission?
 - How do you measure your organization's success in programming and services?

- Community Involvement/Impact
 - Describe why there is a need for your services or programs. How are they unique to the region?
 - What is the demographic composition of your traditional attendance or participants?
 - Describe the short term and long term benefits of the program for the community or communities involved.
 - What is the impact of your programming and services in the community? Please provide evidence of community support.
 - Do you share resources or collaborate with others in Erie County? Please name them and briefly describe your joint activities.
 - How are your programs promoted? How do you attempt to reach non-traditional audiences?

- Case for Support
 - How would you use an ECGRA grant to create an economic impact on:
 - **Tourism** in Erie County (attracting attendance from outside Erie County)
 - Local **quality of life** (attracting attendance from within Erie County)
 - Business/employee attraction and retention

Budget.

Applicant shall refer to Section II above when preparing the budget and identifying how the funds will be used. See Appendix B.

Funding Formula for 2011-2012.

1. A 1:1 cash match is required for this program. 100% of the cash match must be from non-local, state or federal government funding. Existence of an endowment does not count toward match.
2. Grants will not exceed \$15,000
3. Funding for successful applicants will be determined based upon evaluation criteria adopted by the Board of Directors.

Approval Process.

Receipt: Upon receipt of the application and required supporting material, the staff working with the Board’s review committee will determine the eligibility.

Review: The review committee will evaluate the application and score it based on criteria adopted by the Board.

Approval: The Authority's Board of Directors will receive funding recommendations from the review committee. The Review Committee shall consist of members of the Board and may consist of members of the community at-large.

Notification: The Authority will notify the successful applicants. Applicants must:

- a. Certify they will comply with the Commonwealth's nondiscrimination policy.
- b. Be current in payment of all state and local taxes unless they have entered into a workout agreement satisfactory to the respective taxing authority and are fully in compliance with the terms thereof.

Post-Approval Process.

Following approval by the ECGRA Board of Directors, the Executive Director will issue a funding commitment letter to the grantee, which must be signed by the person named in the Corporate Resolution and returned as instructed in the commitment letter.

Following receipt of the signed letter, the Executive Director will initiate a grant contract agreement between ECGRA and the grantee. This grant contract agreement will include the Applicant Profile, Budget and Corporate Resolution and will be subject to any conditions or contingencies dictated by the ECGRA Board of Directors or Executive Director. The grant contract may detail additional requirements with which the grantee must comply, including but not limited to: project audit, financial grant closeout report, maintenance of records, public relations and any other information the board or staff deem relevant.

The grant contract agreement and any subsequent amendments will not be executed until all of the following have been resolved to the satisfaction of the Executive Director:

1. The grantee must be in compliance with ECGRA's policies on audits and compliance relative to the submission of audits and/or financial grant closeout reports on any previous contracts with ECGRA, regardless of the program or funding source.
2. The grantee must be current in payment of all state and local taxes unless it has entered into an agreement satisfactory to the respective taxing authority and is fully in compliance with the terms thereof.
3. The grantee must certify that it will not discriminate against any employee or against any applicant for employment because of race, religion, color, handicap, national origin, age, or sex.

After the grant agreement has been fully executed, payments to the grantee will be made via check.

The Executive Director will monitor the activities of the applicant and the grant contract agreement to ensure that the grantee fulfills the conditions of the grant. This may include a site visit. Upon request and as required by the grant contract agreement, the grantee must

furnish the Executive Director with all data, reports, contracts, documents, and other information relevant to the activities of the applicant.

The Executive Director will promptly advise the ECGRA Board of Directors of any failure in performance by the grantee.

- The ECGRA Board of Directors may empower the Executive Director to engage in any and all activities required in order to ensure that the conditions of the contract are fulfilled, including, but not limited to, appropriate legal action when required.
- If it is determined that the grantee provided any material misrepresentations or funds were used for activities not permitted under the terms of the grant contract agreement, the grantee contract agreement will be considered in default and immediate repayment will be demanded. In addition, the matter may be referred to the appropriate authorities for investigation.

Semi-Annual Reports & Grant Closeout Requirements.

1. Semi-Annual Reports

- a. All recipients of funds are required to provide semi-annual reports quantifying the progress toward accomplishing approved deliverables.
 - i. Reporting periods run every six months.
 - ii. Semi-Annual reports are due on or before February 15th and August 15th for the reporting period immediately preceding the due date.
 - iii. Semi-Annual reports should include a narrative with a maximum length of two pages, with a preferred length of one page, using a 12-point font, one-inch margins and single-line spacing. The narrative should provide an overview of:
 - How your project is meeting the established goals
 - Activities you have engaged in to date to meet those goals
 - The impact of those activities on attendance and quality of life
 - Any activities that have not been completed on schedule, reasons for the delay and any other issues that you are facing
- b. Performance data provided in the semi-annual reports shall be limited to the impact that occurred as a result of and attributable to the ECGRA grant investment. The semi-annual reporting metrics for the Regional Asset Funding – Community Asset Grant are TBD.
- c. The grantee may submit any other data, descriptions, or material that documents accomplishments.

- d. All grantees are required to submit semi-annual reports as directed by the Executive Director.
- e. Reporting shall continue for a minimum of three (3) years from the grant contract agreement expiration date or as otherwise required.

2. Financial Grant Closeout

- a. All grant recipients will be required to submit financial documentation to closeout the project. The grantee must submit a Grant Closeout Report to ECGRA no later than 60 days after expiration of the grant contract agreement. The Report should include compiled financial statements of how the grant dollars were spent with proof of expenditure.
- b. Non-compliance with this requirement may prevent the grantee from obtaining funding or payment from any ECGRA grant program and/or funding from ECGRA's programmatic partners.

Schedule

- Thursday, August 11, 2011 – ECGRA releases the Regional Community Assets Application & Guidelines and posts to www.ecgra.org
- Friday, October 14, 2011 – Applications are due.
- Thursday, November 10, 2011 – ECGRA Board of Directors will approve funding recommendations.

Appendix A

Corporate Resolution

We, the undersigned, being all the directors of this corporation consent and agree that the following corporate resolution was made on _____ date: at _____ time:
at _____ location.

We do hereby consent to the adoption of the following as if it was adopted at a regularly called meeting of the board of directors of this corporation. In accordance with State law and the bylaws of this corporation, by unanimous consent, the board of directors decided that:

Therefore, it is resolved, that the corporation shall:

The officers of this corporation are authorized to perform the acts to carry out this corporate resolution.

_____ Director signature	_____ Printed name	_____ Date
_____ Director signature	_____ Printed name	_____ Date
_____ Director signature	_____ Printed name	_____ Date
_____ Director signature	_____ Printed name	_____ Date
_____ Director signature	_____ Printed name	_____ Date

The Secretary of the Corporation certifies that the above is a true and correct copy of the resolution that was duly adopted at a meeting of the board of directors.

Signature of Secretary

Date

Printed name of Secretary

Appendix B

Applicant Profile

Organization:

Year Established:

Federal EIN#:

Main Office/Headquarters Address:

Website:

Municipalities that assets are located in:

County Council District(s):

Contact Person Name:

Title:

Email:

Phone:

Fax:

Annual Summary Statistics:

	2008	2009	2010	Current Year
Operating Budget:				
Erie County Membership:				
Other Membership:				
Annual Attendance Erie County Residents:				
Annual Attendance Outside Erie County Residents				
Annual Outreach:				
Programming:	<input type="checkbox"/> Year Round <input type="checkbox"/> Seasonal	<input type="checkbox"/> Year Round <input type="checkbox"/> Seasonal	<input type="checkbox"/> Year Round <input type="checkbox"/> Seasonal	<input type="checkbox"/> Year Round <input type="checkbox"/> Seasonal
Number of Board Members:				
Number of Board Members making financial Contribution:				
Percentage of board members making financial contribution:				

<p>Eligibility:</p> <ol style="list-style-type: none"> 1. Is the applicant a nonprofit or a dedicated program whose primary mission is arts, culture and attendance-based entertainment? 2. Does the applicant have 2 years of operating history in Erie County, PA? (Preferred, not mandatory) 3. Is the applicant's headquarters or main office in Erie County, PA? <p>Disqualifiers: Is the applicant any of the following: (if yes, check all that apply below)</p> <ul style="list-style-type: none"> <input type="checkbox"/> health care facility <input type="checkbox"/> local, state or federal park <input type="checkbox"/> local municipality, state or federally owned facility <input type="checkbox"/> airport <input type="checkbox"/> public transportation system or public transportation facility <input type="checkbox"/> library <input type="checkbox"/> public safety organization or facility <input type="checkbox"/> a school or organization that provides elementary or secondary education, or other training programs as its primary source of attracting attendance <input type="checkbox"/> church or religious organization <input type="checkbox"/> a recognized Lead Asset 	<input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No
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Narrative

Please attach a narrative that addresses each of the following questions. Limit to 2 pages, 12 point font, single spaced with 1" margins.

- Organization Overview
 - What is the mission of your organization and how does your programming relate to that mission?
 - How do you measure your organization's success in programming and services?

- Community Involvement/Impact
 - Describe why there is a need for your services or programs. How are they unique to the region?
 - What is the demographic composition of your traditional attendance?
 - Describe the short term and long term benefits of the program for the community or communities involved.
 - What is the impact of your programming and services in the community? Please provide evidence of community support.
 - Do you share resources or collaborate with others in Erie County? Please name them and briefly describe your joint activities.
 - How are your programs promoted? How do you attempt to reach non-traditional audiences?
 - Describe the financial challenges of your organization and the strategies you have in place to address those challenges

- Case for Support for Sustainability Funding:
 - How would you use an ECGRA grant to create an economic impact on:
 - **Tourism** in Erie County (attracting attendance from outside Erie County)
 - **Local quality of life** (attracting attendance from within Erie County)
 - **Business/employee attraction and retention**

Please complete and attach the summary budget form with narrative demonstrating your planned grant expenditures.

Declaration of the Applicant Organization

I certify that, to the best of my knowledge, all the information in this Application is correct and has been approved by the board of directors or equivalent body, and that I have the delegated authority to sign this application. I acknowledge that ECGRA has the right to withdraw any grant awarded and/or demand the return of any funds already paid if it is discovered that any of the information provided is false.

Name:

Title:

Signature/Date:

Application Checklist

- Completed Community Asset Grant Application (10 copies)
- Annual Summary Statistics (10 copies)
- Narrative in 12 point font; not exceeding 2 pages (10 copies)
- Budget Form & Narrative (10 copies)
- Corporate Resolution (10 copies)

- Organizational Leadership Attachments (1 copy)
 - List names, titles and provide brief job description for each of your senior leadership.
 - Provide a list of your Board of Directors with information about their occupations and emails.

- Organizational Planning Attachments (1 copy)
 - Copy of your organization's most recent Annual Report or Year End Review
 - Copy of your organization's strategic plan or guiding document (executive summary if available)
 - Copy of Pennsylvania Cultural Data Project Data Profile for the previous fiscal year

- Financial Management Attachments (1 copy)
 - Copy of IRS 501c3 determination letter
 - Copy of your most recent 990 Long Form or 990N

- Risk Management Attachments (1 copy)
 - Copy of current Directors and Officers Liability Insurance policy
 - Copy of current general liability insurance policy
 - Copy of non-discrimination policy or language in your bylaws

- Other Support Material Attachments
 - Provide support material to support your application in the form of:
 - You Tube links (up to 10)
 - Podcasts (up to 10)
 - Photographs (up to 10)
 - Press Releases (up to 5)
 - Brochures, Flyers, etc. (up to 5)
 - Other evidence of community support (up to 5)

Budget Form & Narrative

Insert Narrative:	Requested Amount From ECGRA	Your Agency Contribution	Other Agency or Funder Contribution (do not include in-kind) Include Source	Total Program Cost
Personnel:				
Benefits:				
Construction:				
Facility Expense:				
Equipment:				
Supplies:				
Contracted Services:				
Other: (Attach additional sheet if necessary)				
TOTAL:	0.00	0.00	0.00	0.00

Appendix C

**Grant Application
EVALUATION FORM**

Agency Name: _____ Reviewer: _____
Date of Review: _____

Please rate each of the following by circling the response which best describes your rating of the project against each criterion.

HOW WOULD YOU RATE THE FOLLOWING:	EXCEL- LENT	VERY GOOD	GOOD	FAIR	POOR
1. Demonstrated community involvement.....	5	4	3	2	1
2. Demonstrated accessibility of the public.....	5	4	3	2	1
3. Demonstrated impact on quality of life.....	5	4	3	2	1
4. Demonstrated good governance & leadership practices.....	5	4	3	2	1
5. Demonstrated good organizational planning and management practices.....	5	4	3	2	1

6. What were the strengths of the application?

7. What were the weaknesses of the application?

8. What are your suggestions to improve the application?

9. Please feel free to add any comments or suggestions.
