

Regional Asset Funding Special Events Grant Application

Program Guidelines | January 2015







Empowering the nonprofit sector toward economic and community development.

Section I. Introduction

About ECGRA.

The Erie County Gaming Revenue Authority was incorporated in February of 2008 in the Commonwealth of Pennsylvania for the purpose of creating and administering a grant-making process for gaming funds that come from the Pennsylvania Department of Revenue. Our mission is to empower Erie County's nonprofit sector toward economic and community development.

ECGRA is accomplishing great things in Erie County. Here are some things to keep in mind:

-  In December of 2014, ECGRA officially surpassed the \$30,000,000 mark, having invested this large sum in local governments, nonprofits and economic development projects.
-  To date, ECGRA has invested in 154 nonprofits and municipalities.
-  ECGRA funding is in every part of Erie County from Corry to the bay front, from Albion to North East, from Girard to Harborcreek.
-  ECGRA is helping nonprofits in the short-term through regional asset grants and the long-term through endowments and revolving loan funds.

Targeted Economic Impact.

The purpose of Regional Asset Funding is to create a targeted economic impact on Erie County through funding that increases the region's quality of life and uniqueness. By attracting attendance to the region, direct and indirect economic impact is created. This generates an influx of dollars from outside 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. A vibrant community and a skilled workforce lead to job creation, investment from the private sector, stable land and housing prices, and increased civic pride.

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(c)(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.

Section II. Eligibility

Eligibility Criteria.

The applicant for funding shall be an IRS designated Section 501c3 organization, an Erie County/City Authority, or municipality. Events may use a sponsoring organization to apply for funding. Sponsoring organizations must be preapproved by ECGRA. Any sponsoring organization will be held accountable for the terms of the agreement with ECGRA.

Ineligible Organizations.

The organization will be deemed ineligible for funding if it is: an institution that predominantly provides elementary or secondary education or other training; a state or federal park; an airport or public transportation facility; a for-profit; any municipality or organization that was part of the settlement agreement entered into December 13, 2010 with ECGRA; a social cause fundraiser; a health care or long-term care facility; a public safety organization or facility; a fundraising walk or golf tournament.

Eligible Uses of Funds.

Special Events funding may be used for the following:

1. Paid Staff (full-time and temporary)
2. Marketing
3. Rental of Equipment/Facilities
4. Insurance
5. Equipment & Supplies
6. Contracted Services
7. Outcomes Measurement & Impact Tracking

Ineligible Uses of Funds.

Special Events funding cannot be used for the following:






1. Debt service
2. Travel
3. Attendance at conferences
4. Memberships or subscriptions
5. Construction

Geographic Focus.

The applicant or sponsoring organization's main office or headquarters must be located in the boundaries of Erie County, Pennsylvania. The event must take place within the boundaries of Erie County, Pennsylvania.

Budget Form, Match & Grant Request.

Each application shall be complete in its entirety in order to be eligible. It will also demonstrate the following in the form of a Budget:

-  Requested amount from ECGRA
-  Your agency contribution in the form of cash (do not list in-kind)
-  Other agency or funder contribution - Include source, cash only (do not list in-kind)
-  Total event cost – cash only (do not list in-kind)
-  A maximum grant request of 5% of the event's budget in the "Requested Amount from ECGRA" column. Existence of an endowment does not count toward match. Fundraising for previous year's event does not count toward match.

Section III. Grant Requirements & Terms

Application Submission.

The application for Regional Asset Funding – Special Events Grant shall be electronically submitted to the Erie County Gaming Revenue Authority utilizing a grant application provided to the public through www.ECGRA.egrantusa.com.

 All applications must be submitted by 4:30 p.m. February 26, 2015.

 Program Inquiries should be directed to:

Diane Kuvshnikov
ECGRA, Grant Compliance
(814) 897-2690
dianek@ecgra.org

Approval Process.

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

Review: The review committee will evaluate the application and determine if it meets the required parameters outlined by the Board.

Approval: The Authority's Board of Directors will receive funding recommendations from the review committee.

Notification: The Authority will notify all applicants.

Contract Terms.

- Grant contracts for the Special Events funding shall be for a 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.
- In the event of an overestimated budget (upon which the 5% grant award was based), the excess grant portion shall be returned to the Authority no later than April 30 of the following year.

Post-Approval Process.

Following approval by the ECGRA Board of Directors, the Executive Director will issue a letter of agreement to the grantee, which must be signed by an officer of the organization and returned within 30 days of the date of said letter. The agreement 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 relative to the submission of 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.
4. The grantee must be in compliance with IRS reporting standards.
5. The grantee must provide all supplemental documentation requested in the on-line grant application process, and/or by ECGRA staff.

After the grant agreement has been fully executed and the proper documentation provided to ECGRA, the payment to the grantee will be made via check.

ECGRA 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 or random audit of income and expenses. Upon request and as required by the agreement, the grantee must furnish ECGRA with all data, reports, contracts, documents, and other information relevant to the activities of the applicant.

Grant Closeout Requirements.

-  All recipients of funds are required to submit a closeout report quantifying the progress toward accomplishing approved deliverables.
-  Closeout reports are due no later than April 30 of the following year.
-  All grant recipients will be required to submit financial documentation as part of the closeout report. A closeout report template is available to download from www.ECGRA.egrantusa.com.
-  In the event of an overestimated budget (upon which the 5% grant award was based), the excess grant amount must be returned to ECGRA no later than April 30 of the following year.
-  **Non-compliance** with these requirements may prevent the grantee from obtaining funding or payment from any ECGRA grant program and/or funding from ECGRA's programmatic partners.
-  If it is determined that the grantee provided any material misrepresentations or that 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.

Section IV. 2014 Grant Schedule

- Thursday, January 8, 2015 – ECGRA releases the Special Events Application and Guidelines and posts to www.ECGRA.org and www.ECGRA.egrantusa.com.
- Thursday, February 12, 2015 – Applications must be submitted by 4:30 p.m.
- Thursday, March 12, 2015– The ECGRA Board of Directors will review and approve funding recommendations.
- Thursday, April 30, 2016, last day for submitting a Closeout Report online at www.ECGRA.egrantusa.com.

Appendix A

Application Checklist

- Visit www.ECGRA.egrantusa.com
- Read the Grant Guidelines to verify your eligibility
- Create a login username and password (if you have not done so previously)
- Complete the four sections on “My Home Page”. You will receive a green check mark when they are complete.
- Click on the “Start” button to begin filling out the grant application

Information you will be asked to provide:

- Application Profile
 - EIN number
 - Year your organization was established
 - Contact information of the primary grant applicant
- Leadership & Board
 - The name, title, email address, and a brief job description of each of your senior leadership
 - The name, email address, and occupation of each of your board members
- Annual Summary Statistics
 - Annual revenue
 - Annual expenses
 - Number of full-time employees
 - Number of part-time employees
 - Attendance and programming statistics
 - Board size and giving
- Organizational Documents
 - Annual report or year-end review
 - Strategic plan
 - IRS 501c3 determination letter
 - Most recent 990 long form, 990N, or 990 e-postcard
 - Directors’ and officers’ liability insurance certificate
 - General liability insurance certificate
 - A high-resolution copy of your organization’s logo

Appendix B

This is a copy of the evaluation form that the grant review panel will be using when evaluating your grant application.

**GRANT APPLICATION
EVALUATION FORM**

Reviewer: _____ Agency: _____

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. Demonstrates community involvement	5	4	3	2	1
2. Demonstrates impact on economic development	5	4	3	2	1
3. Demonstrates impact on quality of life	5	4	3	2	1
4. Demonstrates good governance and leadership practices	5	4	3	2	1
5. Demonstrates good organizational planning and management practices	5	4	3	2	1

6. What are the strengths of the application?

7. What are the weaknesses of the application?

8. What are your suggestions to improve the application?

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

