

Senior Grant Information/Guidelines

Application

The following suggestions and guidelines will help you submit a comprehensive application that can be offered to the Plymouth City Council for their consideration.

To be considered for a Plymouth Senior Fund Grant:

Your organization must be a non profit or governmental group. You may be required to produce proof of eligibility.

Your project must benefit the senior population of Plymouth.

Ideally your project will have additional support from the community. (Financial or other forms of support.)

Projects being considered for grant funding must be well organized and well planned. Please include the following:

- An action plan describing how your project will be implemented.
- A list of other committed funding sources if applicable.
- Volunteer services provided by members of your organization or from others in the community.
- Budget – must include the entire project under consideration, labor, materials, permits etc.
- Bids – They must include contractor/supplier name, must be current and specific, and include costs only for your project.
- Timeline for your project.

Providing the items above will help assure a well planned and supported project that will be more likely to obtain the approval of the City Council.

Application Review

Your application will be reviewed by the Committee on Aging before submission to the City Council. Contact David Williams to plan your review appointment. After review it may be necessary to obtain additional documentation before presentation to the City Council for consideration.

Disbursement of Grant

The grant funds are disbursed when invoice has been submitted to City Hall. Timing of payments can not be guaranteed to capture any discounts.

The amount of the submitted invoice should match your proposal. If additional work was done, or the project was over budget, please have any overages billed separately. Example: You have a bid for concrete work. When the project was in progress it was discovered that you need \$350 of additional fill. That cost was not a part of your bid and should be billed separately from the original bid.

Invoices will be paid based on your application. Example: If you have requested funds for tables and buy chairs instead, the committee reserves the right to request that city deny payment.

Reporting

If the project timeline is several months, or your project takes longer than your application indicates, regular updates will be requested. A final accounting is due within 30 days of project completion.

SENIOR FUND GRANT APPLICATION



Committee on Aging – City of Plymouth

The Committee on Aging reports to the Common Council of the City of Plymouth and consists of a representative from the City Council, residents and senior care professionals. The Committee on Aging works collaboratively with community agencies and partners to promote programs and issues relating to seniors in the city of Plymouth.

SENIOR FUND GRANT APPLICATION

Eligibility: Organizations / Groups / Agencies must be non-profit 501 (c) or governmental. The proposed project or activity must benefit Senior Citizens (60+) and occur within the City of Plymouth. Project / activity goal must be focused / directed on Senior Citizens. Applications accepted on a rolling basis based on availability of funds.

Date Submitted: _____

Applicant Name and Title: _____

Organization: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Project Name / Title: _____

Project Description (Use back of page or attach separate sheets as needed):

Project Goals & Objectives:

SENIOR FUND GRANT APPLICATION

Relevance to Senior Citizens:

Estimated cost of Project: \$

Attached Budget / Cost Summary

INCLUDING Bids / Estimates from Vendors (SEE SAMPLE OF DETAILED INVOICE) / Suppliers (attached copies) ONLY include expenses for this project.

Are there any additional funds and/or in-kind donations committed to this project?

If yes, please explain source and dollar (\$) amount:

(Example: Friends Group, Corporate Sponsorship, Memorial Gift, etc.)

If donated labor and / or materials provide a DETAILED listing of estimated labor hours & value per hour and materials with value. (SEE WORKSHEET)

General Timeline (Please Attach)

START: _____ COMPLETION: _____

*If funding is to be utilized for a **Capital Improvement Project**, complete the following:*

How will future maintenance and updates be funded?

All recipients are required to provide a final grant report detailing the final expenses and project outcome within 30 days of project completion.

The grant committee reserves the right to request additional information as it deems necessary to make an informed decision regarding the grant.

Grant Max: \$10,000 per project

Review Committee: PRIOR to submission of Grant, Contact the Grant Review Committee to verify all information is complete ~ David Williams – Chair, Committee on Aging (920) 400-1196

Applications to be submitted to:
City of Plymouth Clerk’s Office
PO Box 107
128 Smith St.
Plymouth, WI 53073

The City of Plymouth accepts no responsibility for future funding of program or activity, maintenance, repair or replacement of anything pertaining to this project.

