



## Organizational Support Policy Guidelines Winter Park Community Redevelopment Agency (CRA)

### **Purpose**

The purpose of the Organizational Support Grant is to assist community organizations by providing a one-time financial contribution to associations serving the CRA area. This program was developed to assist non-profit that create programs to address specific needs within the community while supporting the mission and principles of the CRA. The organizational support program provides small monetary grants that are in no way intended to: provide general operating funds, finance agency operating or program, nor take the place of fundraising efforts.

### **General Requirements for Eligibility**

Any organization seeking financial support from the City of Winter Park CRA must complete an application and meet the general requirements to be considered for funding. Grants are considered on a first come, first serve basis until funds are depleted for the fiscal year. **The maximum amount of any sponsorship is \$5,000 per agency or organization.** The CRA is under no requirement or expectation to provide funding to any organization. Funding for this grant may vary depending upon the financial priorities within any given year.

General requirements include:

- Non-profit small business as defined by SBA or IRS respectively
- Either located or providing a service within the limits of the CRA
- Must provide a public service tied to the funding request
- Grant shall only be used one time per organization
- Other CRA program funding is separate and shall not be used in conjunction with this grant
- CRA support cannot exceed 25% of the total budget for the proposed project.

Ineligible use of funding:

- Subsidizing administrative & operating costs of the organization
- Use of funds outside contractual obligations in the agreement

### **Application Process**

Organizations that meet the general requirements must complete an application and submit it to:

City of Winter Park CRA  
ATTN: Organizational Support Grant  
401 South Park Avenue  
Winter Park, FL 32789

Only completed applications will be accepted. Applications will be reviewed for completeness and sent to the CRA Advisory Board for a recommendation to the CRA Agency. The CRA reserves the right to request a (pre)application meeting during review of the application. The CRA additionally has the right to close the application process in any fiscal year and choose to not accept new applicants.

Applications may take up to 90 days for review and may require CRA Agency approval at a regularly scheduled meeting. Applicants or a representative are required to be in attendance when their funding request is being considered by the CRA Agency.

### **Contractual Agreement**

Applicants approved for funding will enter a contractual agreement with the CRA that outlines general obligations and reporting requirements, terms of payment, and goals and objectives for the proposed fiscal year. Contracts will include reference to the projects/programs to be accomplished and their planned completion dates as well as benchmarks and measurements for evaluating progress.

### **Grant Disbursal and Reporting Requirements**

Approved grants will be disbursed subject to the contract agreement. Approved organizations may be required to submit regular updates as well as a one-time report outlining how funds were utilized during the CRA's fiscal year in which the grant was awarded. Below is an outline of reporting requirements:

- Site visit from CRA staff
- Revenues and spending
- Program/project activities
- Measurements and Benchmarking (*as described below*):

### **Measurements and Benchmarking**

Any organization receiving funding from the CRA will be asked to provide data related to metrics and benchmarks associated with their contractual agreements. Items which may be requested include, but are not limited to:

- Before and after site visits
- Photos of project scope
- Organizational, operational, and capital budget/financial information
- Employee structure and compensation
- Other revenues, grants, and contributions received
- In-Kind contributions
- Volunteer or community service hours donated to the organization
- Growth in attendance, program revenues, or program offerings
- Demographics of consumers
- Meeting agreed upon program/project goals

## **Public Record**

All organizations applying for support should recognize that State of Florida laws stipulate that any correspondence or applications received by the City of Winter Park are subject to public records requests.

Submit complete applications to:  
Community Redevelopment Agency  
ATTN: Organizational Support Grant  
401 Park Avenue South  
Winter Park, FL 32789

For more information please contact:

Kyle Dudgeon  
Economic Development/CRA Program Manager  
407-599-3217  
[kdudgeon@cityofwinterpark.org](mailto:kdudgeon@cityofwinterpark.org)