



CITY OF BEVERLY HILLS  
COMMUNITY ASSISTANCE GRANT FUNDING APPLICATION  
FY 2018-2019

AGENCY/PROJECT NAME:	
ADDRESS:	
CONTACT PERSON:	
PHONE:	
FAX:	
EMAIL:	

Please type your answers to the following questions:

1. Is your organization a 501c.3 or are you in partnership with a 501c.3 organization?  
☐ We are a 501c.3                      ☐ We are in a partnership with a 501c.3  
  
☐ Documentation showing 501c.3 status or partnership with a 501c.3 is attached.
2. What services do you propose to provide the Beverly Hills community that local government is not currently providing?

3. Why are these services considered critical (e.g., enhance quality of life, improve public safety)?

4. What percentage of your total program service is utilized by members of the Beverly Hills community? If a new program, what percentage of users do you anticipate would be members of the Beverly Hills community?

5. The funding year is July 1, 2018 to June 30, 2019. What is the funding amount requested? Would you plan to reapply during future cycles?

6. What percentage of your annual funding would the City's contribution represent?

7. What is the ratio of your organization's administrative operating costs?

8. Financial Statement:

- a. For grant requests up to \$74,999, please submit most recent balance sheet and operating budget OR tax return.
- b. For grant requests \$75,000 and over, please submit most recent financial statement reviewed by a Certified Public Accountant.

9. Provide any additional information that may be useful in evaluating your proposal. If you are a cultural applicant, please describe your program here.

Submission of the following documents is required:

- ☐ Completed CAGF application,
- ☐ Documentation of 501c.3 status or proof of 501c.3 status through partnership,
- ☐ Copy of most recent Form 990 - Return of Organization Exempt from Income Tax,
- ☐ Copies of any current Charitable Solicitations Permits that have been obtained from the City of Beverly Hills.

**Please note that insurance requirements have changed for FY 2018-19.** Within three (3) weeks of receiving notice of funding prior to receiving an agreement, your organization must submit insurance documentation with the following requirements:

- Each organization must submit to City an ACCORD insurance certificate which includes General Liability (\$2 Million), Automobile (coverage limits based on services provided) and Workers Compensation Insurance (if required)
- The City must be named as additionally insured under each policy
- Subrogation must be waived for each insurance policy
- An endorsement to each policy stating that such policy shall not be cancelled by either party or reduced in coverage except after thirty (30) days prior written notice to City