

CITY OF ARDMORE
EMERGENCY MANAGEMENT

Council Letter No. 3482
Meeting Date October 19th, 2020

Mayor and City Commission
City of Ardmore, Oklahoma

Re: Approval of the Emergency Management Performance Grant

Dear Mayor & City Commissioners,

I am requesting approval to apply to the Community Foundation of Ardmore in the amount of \$20,000.00 for our on-going car seat checks at the Ardmore Fire Department. This money allows us to purchase car seats and install them at a reduced rate for the citizens of Ardmore and surrounding communities. We have been conducting these car seat events for 20 plus years. Thank you for your consideration.

Respectfully Submitted,

Amber Wilson

Signature

EOC Director

Title

Reviewed by:

K. Foster

City Manager

Application Instructions

Grant applications are due the first business day of the second month of each calendar quarter. If the due date is on a non-business day, the application may be submitted the following business day. (February 1, May 1, August 1, and November 1)

No grant application may be submitted without prior authorization. Contact CFA offices to obtain authorization.

Complete the following grant application using Microsoft Word by clicking on the form fields. Brief instructions for each field to be completed will be shown at the bottom of the Word window as you move from field to field or can be viewed by hitting the F1 help key. **If you are unable to complete this application using Microsoft Word, you need to request a hardcopy application.** It may be difficult to spell check within the fields and may be preferable to prepare your answers in a separate document to be cut and pasted into the application.

Complete all questions on the application. Print and return the signed application with the attachments listed below no later than the deadline date. Please print all documents single-sided, not front and back.

Once a grant has been awarded by the Foundation, the recipient may be asked to make interim reports to the Foundation on the project's progress. The recipient will be required to submit final narrative and financial reports.

ATTACH THE FOLLOWING (Please add the organization's name in the header on all documents.):

- a) Balance sheet and income statement for the past two complete fiscal years.
- b) If applicant has an annual audit performed by an independent auditing firm, attach a complete copy of the most recent report.
- c) An income and expenditure statement for the first part of the current year if the statements in b) above are more than 6 months old or if a material change in financial status has occurred.
- d) Current year's budget showing income and expenses.
- e) Proposed budget showing income and expenses for the year in which the requested grant funds are to be used if different than d). If the budget has not been approved by the board of directors, please mark as preliminary.
- f) List showing the name, title and profession of each officer of your organization.
- g) List showing the name, title and profession of each member of the applicant's governing board. NOTE: Items f) and g) should be combined on one sheet if space permits.
- h) Attach a budget for the project. The budget should include anticipated income and expenses related to the project. If this is an ongoing project, attach a separate schedule of prior year income and expenses.

**COMMUNITY FOUNDATION OF ARDMORE, INC.
GRANT APPLICATION**

SUBMIT TO: Ms. Mary Kate Wilson, President
Community Foundation of Ardmore, Inc.
P. O. Box 2597
Ardmore, Oklahoma 73402

For parcel or hand delivery: 333 West Main, Suite 220 (Neustadt Plaza)
Ardmore, OK 73401
Telephone: (580) 223-3883

PART I – ORGANIZATIONAL INFORMATION

Legal Name: City of Ardmore
(Should be the same as on the IRS Determination Letter and IRS Form 990)

Address 1 PO Box 249

Address 2 _____

City Ardmore

State OK

Zip 73402

Date founded 1898 Federal Tax ID # 73-6005072 United Way Agency

Telephone 580-223-4453

Fax 580-221-7365

Web Address _____

Primary Contact Amber Wilson

Title Emergency Management Director

E-mail awilson@ardmorecity.org

1. Are you an instrument of government? YES NO

If you answered yes to Question (1) above, skip Questions 2 through 4.

2. If you are not a branch of government, have you received a ruling or determination from the Internal Revenue Service? YES NO

If yes, attach a photocopy of the IRS determination letter to this application. If no, please explain:

3. Have you received any recent correspondence from the IRS relating to your tax status?
YES NO

If yes, please explain and attach a copy of the correspondence.

4. Percent of the budget spent on fund-raising: _____ %
Percent of the budget spent on programs _____ %
Percent of the budget spent on administrative expenses _____ %
100 % Total

5. List source of all contributions of \$5,000 or more for the past year. (This information will be shared with our Trustees only.)

6. State the number of people served or the capacity of your facility (chose only one).

School – total enrollment _____
Hospital – total patient capacity _____
Social Services Facility – number served annually (attach schedule) _____
Other organization – number served annually (attach schedule) City Government 24,500

7. What counties do you serve?

Carter

8. Are you controlled by, related to, connected with, or sponsored by another organization?

YES NO

If yes, identify the organization (including its purpose and activities) and describe the relationship.

9. Do you have an endowment? YES NO

If yes, what is the market value of the endowment and the spending policy for the endowment?

10. Describe your purpose and activities in general (Attach an additional page if necessary):

Municipality

PART II – PROJECT INFORMATION

Project Title: Car Seat Installaion (car seats provided at a reduced rate)

Total cost of the project: \$20,000
Amount requested from Community Foundation of Ardmore, Inc: \$20,000
Amount of all valid pledges & contributions committed to this project of this date: \$0
Amount of all in-house funds allocated to this project: \$0

Funds are being requested for:

General Operating Capital Funds Special Project Operating Funds
 Start-up funds Other: _____

Beginning date of project: 9/1/2022 Date of completion: September 2023

NOTE: If the request is for operating or program support, the dates should coincide with your fiscal year to aid in proper reporting.

1. Briefly describe the project, the associated activities, if any, and the expected benefits to those being served: *(This should be a succinct and persuasive summary of the request. The summary forms the reviewers' initial impressions of the application and provides a framework for the readers to visualize the project.)* (Attach an additional page if necessary):

N/A

2. If this request is for operating funds, explain where funding will come from in the future years.

N/A

3. List contributors of \$5,000 or more to this project and the amount committed by each source. *(Please indicate whether in hand or pledged.)* This information will be shared with our Trustees only.

N/A

4. List Federal, State, and community agencies that are supporting this project:

N/A

5. Expected sources of remaining funding and income for the project, whether in-house or from organizations to which you have submitted requests for all or part of the funds needed:

We will put the money collected from the charge of the car seats back into the operating account for the car seat program.

6. Does any agreement exist to pay a fee (or has any fee been paid) to any firm or individual (other than an employee of the organization) for the preparation of, or assistance with this grant proposal. This includes proposal writing, list preparation, donor identification, or other grant preparation work. YES NO

If yes, to whom: _____

If yes, briefly describe how the preparer is compensated. _____

7. If any portion of the requested funds are to be paid to another agency or parent organization (i.e. a national organization you are affiliated with), describe the arrangement or circumstances for the payment and the amount to be paid. N/A

PART III – ATTESTATION

Does the organization engage in any of the following activities?

Carry on propaganda	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
Attempt to influence legislation	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
Participate in a political campaign	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>

If yes, state the amount spent annually in these activities: _____

This application was prepared by: Amber Wilson

From my own knowledge, I state that the information given above and contained in the attachments is correct. The applicant organization has authorized me to make this application. Any funds received from the Community Foundation of Ardmore, Inc. will be used solely in support of the purposes specified in the grant application submitted to the Foundation or as otherwise approved by the Foundation. The organization receiving Foundation funds agrees to adhere to the Foundation's reporting requirements, including submission of an expenditure report on the use of the grant funds, and any requirements of the Internal Revenue Code.

Executive Director

Type Name: Kevin Boatright

Signature

Date

Chairman of the Board

Type Name: Doug Pfau

Signature

Date

Budget for Purchase of Car Seats

Cost and Style of Car Seats:

Evenflo Tribute 5 Convertible 5-40 lbs. \$43.00

(we use this car seat for infants through usually 2 yrs.)

Evenflo Chase High Back Booster with 5pt harness 22-110lbs \$42.80

(we use this car seat from 2-5 yrs, depending on size of child)

Evenflo Chase High Back Belt Positioning Boosters 40lbs-110 \$24.50

Bench Boosters 40lbs-110 \$14.25

Yearly Budget

Convertibles	250 X \$43.00=	\$ 10,750.00
High Back Booster with 5pt harness	150 X \$42.80=	\$ 6,420.00
High Back Belt Positioning Booster	60 X \$24.50=	\$ 1,470.00
Bench Booster	50X \$ 14.25=	\$ 712.50
Noodles and Mats for installation of car seats		\$ <u>647.50</u>
Total		\$ 20,000.00

Income from Car Seats

Install @30 car seats a month for 10 months of the year

Charge \$10.00 a seat

\$ 3,000.00

This is just an estimate of what we would order but it could change depending on the need.