



CITY OF SAND SPRINGS

SPirit GRANT

OVERVIEW

The City of Sand Springs Spirit Grant program has been established to help create economic development and tourism opportunities in Sand Springs. In addition, the Spirit Grant program can fund city beautification efforts in Sand Springs and generally add to the quality of life in our community.

Grant applications may be submitted by individuals, businesses or groups to partially fund programs or projects designed to attract people to Sand Springs to shop, dine or recreate in the City of Sand Springs. Applications can also be submitted to enhance the outward appearance of buildings, businesses or the places in the greater Sand Springs community.

Applicants will need to commit to a 20% cash contribution in order to potentially receive an 80% Spirit Grant award from the City of Sand Springs, which combined, will create the total grant award amount. Once the project has been approved, completed and inspected for final approval, the applicant may submit original invoices for reimbursement from the City. Grant applications will be accepted on a quarterly basis and reviewed by City staff.

WHAT Projects are eligible?

The Program is looking for new events or projects and expansions of existing events or projects to primarily generate sales tax and tourism in our community. Some projects which may be eligible can focus on community beautification or quality of life in Sand Springs.

Projects should have a positive financial impact on the City. Ideally, projects should add value to our community in light of the cost of the grant.

WHAT projects or persons are ineligible?

Ineligible uses include, but are not limited to:

- general government expenses, political activities, religious activities
- residential purposes or facilities including new construction
- projects and expenses incurred prior to the grant award
- administrative costs and staff salaries
- elected officials and employees of the City of Sand Springs, and their immediate families
- government entities or government affiliated entities
- any activity prohibited by local ordinance, state or federal law

How long do I have to complete my grant project?

Successful grant applicants (upon written notice by the city) will have 365 days (1 year) to complete the grant project and submit for reimbursement. Projects can be completed before the one year deadline. Projects which fail to be completed within the one year requirement risk reimbursement of funds.

City's right to suspend the program

Economic conditions, legal issues or other factors may cause the City to modify, amend, suspend or even terminate the grant program subject to the continuance of contracted grants previously awarded and in effect at that time.

WHAT grant amounts are awarded?

We will look at projects ranging from as little as \$500 to projects costing as much as \$5,000 or more. With that range in mind, the grant amount (80% of the total project which is reimbursable to you by the city) will range from \$400 to a maximum of \$4,000 for any single grant award. Your project total may exceed \$5,000, however the grant program cap for any award is \$4,000 (80% x \$5,000 = \$4,000)

In-kind or owner-provided services are not eligible for inclusion in grant or match funding.

EXAMPLE #1:

Total Project Amount	\$1,000.00
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<u>Spirit Grant Award (80%)</u>	<u>\$ 800.00</u>
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Total Possible Reimbursable Amount	\$ 800.00
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** You must expend the full \$1,000 (or more) in order to receive the full \$800 grant award in this example. If you expend less than \$1,000 your portion will be prorated at 80% of your verifiable expenses.*

EXAMPLE #2:

Total Project Amount	\$ 17,500.00
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<u>Spirit Grant Award (80%)</u>	<u>\$ 4,000.00</u>
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Total Possible Reimbursable Amount	\$ 4,000.00
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** Although you spent well beyond the Spirit Grant max amount of \$5,000 for your project, the city grant amount is limited to \$4,000 in this example.*

This is an annual program and will renew on July 1st of each year, subject to City Council approval. An applicant may receive more than one award per fiscal year, and may submit an application over multiple years.

Examples of types of Spirit Grant awards include:

- advertising and marketing expenses designed to attract and draw tourism to Sand Springs
- group advertising campaign to support local merchants that results in more local sales
- community cleanup efforts
- special event designed to increase tourism to Sand Springs
- exterior building facade upgrade (awning/painting/landscaping/lighting of business workplace to improve outward appearance)
- group project to provide new community facilities or improvements to existing
- public art (murals, statuary, etc.)
- historical interpretation or other displays relating to Sand Springs

Project Information

Please be prepared to describe details about your project including:

- business plan with a summary of how the funds will be used
- detailed budget of your total project
- project timeline (*a schedule of how your project will be planned and completed*)
- an explanation on how your project, and how the City of Sand Springs will benefit from receiving the grant
- explanation of any involvement by the City (*Do you need input from police, fire, parks, solid waste or other staff/resources*)

Please provide as much pre-planning information and details about your project to demonstrate you have thought through your concept.

If awarded a grant, you will be required to sign an application agreement. Grants will be paid out on a reimbursement basis (utilizing original, legible and verifiable expense records, receipts and invoices) for the uses specified in the approved application. You have one (1) year from time of grant award to complete your grant and submit for reimbursement. ***The city may require a final inspection of your project prior to awarding final acceptance and reimbursement.*** Failure to comply may result in no reimbursement.

Project Review

Grant applications will be reviewed by the City. Successful grant applications will be graded on many factors, with a focus on each grant's potential to add value to our community in light of the cost of the grant.

Meeting the requirements for an eligible project does not entitle a project to funding. Grant applications will be reviewed for how well they meet the requirements for eligibility, the quality and overall positive impact of the project on the City and the community, the availability of funds, how that project fits with the overall goals and direction of the City, and such other criteria as directed for review by the City Council.

Grant Application and Deadline

Grant applications can be downloaded on the City of Sand Springs website (www.sandspringsok.org). Deadline to submit a City of Sand Springs Spirit Grant occur quarterly. Deadlines for each year are: July 1st, October 1st, January 1st and April 1st

Special Event Permit and Grant Award Notification

In some instances a City of Sand Springs Special Event permit may be required (i.e. - street closures, police, fire). In that case, city staff will assist you in that process. If a Spirit Grant is awarded, applicants will be notified by city letter within 30 days.

Here is a grant checklist to help you visualize the process of the Spirit Grant program:

Checklist:

- Prepare concept (*assemble a narrative, supporting news articles, sketches, drawings, maps or other information to support your grant application*)
- Solicit quotes on your project, research pricing for item(s) needed
- Prepare budget (*put together a detailed list of all incomes and all expenses you expect to encounter*)
- Complete and download application (www.sandspringsok.org) and submit to City of Sand Springs before quarterly deadline
- Await your "Grant Award" letter from the Spirit Grant Team with a notice to proceed on your project and expending funds, if you are approved
- Complete your project within one (1) year and maintain all necessary records for reimbursement
- Notify Spirit Grant team you are finished. Upon final review and acceptance of your Spirit Grant project by the City prepare to submit invoices
- Submit invoices and receipts (*please provide brief description of each expense in your final report*)
- Receive 80% reimbursement cash check through the Spirit Grant program!
- Congratulations!

For more information

For additional information, please visit our website at www.sandspringsok.org or contact the Spirit Grant Team at (918) 246-2504 or spiritgrant@sandspringsok.org