



COMMUNITY SPONSORSHIP PROGRAM

GUIDELINES AND APPLICATION

PURPOSE

The Delray Beach Community Redevelopment Agency (CRA) was established by the Delray Beach City Commission on June 18, 1985 with the adoption of Ordinance 46-85. Redevelopment is the undertaking of activities or projects in a community redevelopment area for the elimination and prevention of the development or spread of slum and blighted conditions. The CRA recognizes that community redevelopment has many facets and that all aspects cannot, and should not, be undertaken solely by one agency. It should be a collaboration of many agencies working together in the implementation of their community's Redevelopment Plan.

The CRA's Community Sponsorship Program serves two purposes. One is to recognize through a show of support those organizations whose programs and services directly serve the citizens and visitors of the Delray Beach Community Redevelopment Area. The other is to assist fledgling community organizations that create programs to address specific needs within the community while supporting the mission and principles of the CRA. The Community Sponsorship 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 agency fundraising efforts.

GUIDELINES FOR ELIGIBILITY:

For the purposes of Community Sponsorship, the Delray Beach CRA requires the following:

1. Applicant must be a not for profit organization, registered and in good standing with the State of Florida;
2. Applicant must deliver a program and/or service within the CRA district;
3. Applicant must be able to demonstrate how programs and services help further the mission of the CRA and address at least one of the CRA's Overall Needs, as defined below;
4. Programs and services must benefit an identifiable population within the Community Redevelopment Area;
5. CRA support cannot exceed 25% of the total program or service budget in the first year of support and 10% thereafter.

OVERALL NEEDS

- *Removal of Slum and Blight* – the elimination of deteriorated structures and conditions that are a threat to the health, safety or welfare of area residents; the provision of financial incentives to encourage upgrades to existing properties.
- *Land Use* – the establishment of a balanced mix of land uses within the CRA District, including commercial businesses, convenience, and public facilities; this may include the implementation of neighborhood improvement plans and business development initiatives.
- *Economic Development* – activities and initiatives that increase the tax base by improving the overall marketability of the city as a commercial, recreational and residential area; this may include the generation of pedestrian activity in the downtown and the facilitation of job creation.
- *Affordable Housing* – the provision of sufficient affordable housing to meet the needs of the current and projected community, including those with limited means; this may include supplying buildable land,

incentives for builders that create affordable housing, and the actual construction of affordable housing units.

- *Downtown Housing* – the creation of single-family homes, townhomes, condominiums and apartments in the downtown area, providing local consumers that support the downtown economy.
- *Infrastructure* – the provision of support infrastructure, including parking, streetscape improvements, pedestrian safety enhancements, and modifications to the traffic circulation system.
- *Recreation & Cultural Facilities* – support for cultural programs and recreational facilities that produce programs designed to serve the needs of residents and attract visitors to the city, in accordance with the Downtown Master Plan, the City’s recreation master plan and various other neighborhood plans within the CRA District.

FUNDING GUIDELINES:

- The maximum amount of any sponsorship is \$1,500.00 per agency or organization during any calendar year.
- The CRA Board of Commissioners retains the right to approve or deny in its sole and absolute discretion any application received under the Community Sponsorship Program.
- Programs and services are characterized by ongoing, regularly scheduled activities which provide ongoing support to a defined segment of the population.
- In no event shall the CRA, under the Community Sponsorship Program, sponsor or make donations in support of:
 - General operating expenses of an organization or agency
 - Operating salaries or administrative positions (grant fund may be used to fund program specific positions)

APPLICATION INFORMATION:

- Applications may take up to 30 days for review and require CRA Board approval at a regularly scheduled meeting.
- Applications for Community Sponsorship must include a completed, signed application accompanied by the required backup items. Incomplete application packets will not be processed.
- First-time applicants are required to attend the CRA meeting when their funding request is being considered by the CRA board. Repeat applicants may be asked to attend at any time. CRA board meetings are held on the 2nd and 4th Thursday of each month unless otherwise noted.
- Applications are accepted on a first-come, first-served, first completed basis and are subject to the availability of funds.
- All applicants are strongly encouraged to meet with CRA staff before submitting grant applications to ensure eligibility and documentation requirements are met.
- Please return completed application form and required documentation to the CRA office:

**20 N. Swinton Avenue, Delray Beach, FL 33444
(561) 276-8640 (561) 276-8558 – fax**



COMMUNITY SPONSORSHIP PROGRAM APPLICATION

Agency/Organization Name: _____

Address: _____

City, State: _____ Zip: _____

Telephone: _____ Fax: _____

Federal ID #: _____ 501(c)(3)#: _____

Contact Name/Title: _____

Program Name: _____

Has this program received funding from the CRA in the past? Yes No

If yes, when? _____ How much? \$ _____

Amount requested: \$ _____ (\$1,500.00 maximum)

As an attachment, please provide the following:

- Description of the agency, its mission statement and a listing of the Board of Directors (where applicable).
- Description of the program that funds are being requested for, including demographic that is being served, number expected to be served, and benefit to be derived by the community.
- Identify how the program supports the mission of the CRA.
- Budget of the program identifying funding sources and expenditures. Please use the attached form and be sure to identify what expenses a CRA grant would be used for. Budgets should be for the year funding is requested. Please feel free to attach a narrative explaining your budget.
- If this program was administered in prior years, include results from the most recent year, including financial and actual demographical information.
- Description of how CRA sponsorship, if granted, will be publicly acknowledged (i.e. logo to be used on printed materials, CRA logo placed on website, etc.)
- Any promotional material, organization brochures, etc. you may have (optional).

I certify that, to the best of my knowledge, the information contained in this application is accurate and true.

Signature Date

Printed Name Title

DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY
Community Sponsorship Application – Budget Detail

Please provide budget details for the program year you are requesting funding for. The form below is offered as a guide; however you may use any format of your choosing, given that you provide all required information.

REVENUE				
YEAR:	Program to be Funded (A)	% of Total Budget	All Other Programs & Admin (B)	Total Agency Budget (A+B)
Program Fees				
Sponsorships				
Grants				
Government Funding				
In Kind (should match in kind expense)				
Requested CRA Donation				
Total Revenue		100%		

EXPENSES				
Personnel (wages, taxes, benefits, etc)				
Office Expense (rent, utilities, etc)				
Program Expense (please list)				
1.				
2.				
3.				
In Kind (should match in kind revenue)				
Other:				
Total Expenses		100%		

Net Revenue over Expenses				
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Delray Beach CRA Sub-areas Map

