

**DAUPHIN COUNTY  
COMMUNITY MATTERS GRANT PROGRAM**

**FY 2023 APPLICATION COVER PAGE**

Applicant Name: \_\_\_\_\_

Applicant Type (Small Business, Nonprofit or Municipal): \_\_\_\_\_

Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Category: (Select One)

    Increasing Minority/Women-Owned Business Opportunity

    Promoting Minority/Women-Owned Business Development

    Supporting Underserved Communities (Nonprofit/Municipal)

Brief Project Description: \_\_\_\_\_

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**COMMUNITY MATTERS FUNDING AMOUNT REQUEST: \$ \_\_\_\_\_**

*(Applicants may request funds in an amount exceeding the \$50,000 maximum. However, the application narrative must demonstrate that the request amount is justified by its impact on minority/underserved populations.)*

Applicant Point of Contact and Title: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact E-Mail Address: \_\_\_\_\_

\*All fields must be completed. If non-applicable, insert "N/A" in the field.

*I, the undersigned, am authorized by the applicant entity to submit this Community Matters Grant Application in the amount stated and for the project described herein. I aver that the information presented in this application is accurate, truthful, and representative of the applicant entity.*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signature*

**ADDITIONAL ENTITY INFORMATION (Small Business and Nonprofit Applicants Only)**

EIN: \_\_\_\_\_

State of Incorporation: \_\_\_\_\_

Date Entity Established: \_\_\_\_\_

***\*Entities established after January 1, 2022 will not be considered.***

Internet Website (if any): \_\_\_\_\_

List names and addresses of all owners, if applicable.

Name	Percentage of Ownership	Ethnicity

Does your organization operate from a location in the County? (Yes or No) \_\_\_\_\_

Is your business certified as a minority-owned business? (Yes or No) \_\_\_\_\_

*If YES, please provide proof of certification. If NO, you are still eligible to apply based on ownership status.*

List all street addresses of all physical locations operating in Dauphin County.

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Is your organization a private small business recognized under the Internal Revenue Code of 1986? (Yes or No) \_\_\_\_\_

Specific Type of Organization: \_\_\_\_\_

(For Profit Corporation, Sole Proprietorship, Partnership, LLC, PC, or Other)

*If you responded "Other" to the previous question, please explain the nature of your organization and its classification for legal and tax purposes.*

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How many total employees does your organization currently employ (headcount)?

\_\_\_\_\_ Full-Time Employees

\_\_\_\_\_ Part-Time Employees

\_\_\_\_\_ Total Employees

How many total employees does your organization expect to add/employ if awarded a grant?

\_\_\_\_\_ Full-Time Employees

\_\_\_\_\_ Part-Time Employees

\_\_\_\_\_ Total Employees

Is your organization current on federal state and local taxes? (Yes or No) \_\_\_\_\_

*If No, please list type of tax (municipal, county, state, etc.) and amount delinquent:*

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Has your organization been subject to any criminal or civil judgements in the last five years or currently?

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**SEE NEXT PAGE FOR NARRATIVE SECTION GUIDELINES. THIS SECTION MUST BE DRAFTED ON A SEPARATE DOCUMENT AND SUBMITTED WITH THE APPLICATION COVER PAGE AS PART OF YOUR APPLICATION PACKAGE.**

**NARRATIVE SECTION: All applicants must draft responses on a separate document addressing each item below and include in the application package submitted.** Sections for which you do not have an answer, mark “N/A.” Submission that do not include responses to the items below will be deemed incomplete.

**A. APPLICANT NEED AND PROJECT DESCRIPTION**

**10 POINTS**

- Provide a narrative describing the need your funding request addresses and how it either benefits a minority-owned business (including your own) or underserved communities.
- **For Small Business Applicants:** Explain how the proposed project will provide a positive impact and improve the opportunity/development/start-up capacity of your business, or how the project will enhance access and opportunity for MBE/WBE within the identified project area.
- **For Nonprofit/Municipal Applicants:** Explain how the project will improve conditions in an underserved community including the specific service area for the project.
- Provide a detailed description of your project including project location, intended use of impact funds, project goals and deliverables, and intended outcome of project.
- Applicants that request funds in an amount exceeding the \$50,000 maximum must demonstrate that the request amount is justified by its impact on minority/underserved populations. These projects are considered “Impact Projects” and will provide a tangible community benefit.

**B. BUDGET NARRATIVE**

**10 POINTS**

- Provide a detailed budget, including all sources and uses of funds, for the project from start to finish, including multiple project phases if applicable, and highlight how the Community Matters Grant funds will serve a critical financial role. The budget must also itemize revenue sources and whether they are secured, committed, pending, or tentative. Demonstrating ability to financially complete your project if receiving Community Matters funds is critical.

- Also provide cost estimates for the project, preferably from the local municipal engineer or appropriately credentialed subject matter expert, if applicable. *Priority will be given to applicants that demonstrate adequate local funding/commitments on hand to complete project if awarded Community Matters Grant funds. Projects with a significant amount of speculative funding sources will be scored accordingly.*
- See Appendix A for Example Budgets

**C. LEVERAGING OF COMMUNITY MATTERS FUNDS**

**15 POINTS**

- Provide a detailed list of funds, other than Community Matters Grant funds, that are being applied for that will be or have been associated with this project. Projects with a substantial amount of funds from other sources will be given strong consideration due to their leveraging of resources.

**D. PROJECT SCHEDULE**

**10 POINTS**

- Provide a detailed project timeline that gives an idea of when project milestones will be achieved and funds spent. (Example: an applicant for a bricks and mortar project provides a design and construction schedule; a small business applicant looking to grow their business provides a schedule for meeting internal use of funds like completing trainings, obtaining certifications, or receiving bonding).
- The grant agreement will require that work must be initiated on all winning projects within ONE YEAR of the grant award. The application provides a detailed timeline of the project and demonstrates the ability to comply with the timeline requirement.

**E. APPLICANTS OPERATING SOLVENCY**

**10 POINTS**

- Provide proof of financial solvency in the form of your most recent audit, balance sheet, profit/loss statement, or other financial report verifying applicant has long-term solvency to remain in business after receiving a Community Matters award. Include in narrative whether or not your organization has been convicted of fraud or misuse of funds in the previous 5 years and whether your organization has pending legal or civil claims against it.

**F. PROOF OF ENTITY OWNERSHIP**

**10 POINTS**

- Small business and Nonprofit Applicants must provide proof of business/nonprofit entity, ownership, all physical addresses within Dauphin County, and number of employees. Please provide articles of incorporation or PA Department of State filings to verify legal status as a business entity.

**G. JOBS CREATED/RETAINED**

**10 POINTS**

- Provide number of current full-time and part-time jobs, projected number of temporary full-time and part-time jobs created by project, if any, and projected number of permanent full-time and part-time jobs to be employed by applicant after project. Explain the quantitative and qualitative impact on job retention and/or creation by your entity.

**H. COMMUNITY SUPPORT**

**10 POINTS**

- The application includes letters of support from federal, state and/or local officials, as well as from community organizations, agencies, businesses and citizens. Editorials or news articles may also be considered.

**I. EXPERT ANALYSIS**

**5 POINTS**

- If applicable, the application provides professional or expert studies, analyses or support documents related to the project or its need, uses, or costs. (Examples include preliminary studies done by engineers, architects or any other professionals supporting the need, uses and costs of the project).

**J. PROJECT LOCATION**

**10 POINTS**

- Provide evidence of principal place of business (if business/nonprofit entity) and physical location in Dauphin County.



**APPENDIX A: SAMPLE BUDGETS**

**SAMPLE MBE/WBE SMALL BUSINESS REQUEST BUDGET TEMPLATE**

<b>Project: MBE/WBE Construction Business Expansion</b>	<b>Cost</b>	
Hire 1 Full-Time Employee at \$x/hr – Wages	\$x	
Fringe Benefits	\$x	
Employee Training	\$x	
Insurance and Bonding	\$x	
Equipment Needed for Projects	\$x	
<b>Total</b>	<b>\$x</b>	
<b>Funding Source</b>	<b>Anticipated Funding Amount</b>	<b>Funding Status</b>
Applicant Funds	\$ x	In Hand
Small Business Loan	\$ x	Committed by Bank
Community Matters Grant Request	\$50,000.00	Requested
<b>Total</b>	<b>\$x</b>	

For Expenses: price quotes, estimates, or other backup documentation should be submitted with budget to verify accuracy of costs.

For Funding Sources: proof of non-grant sources of funds preferred and can include: bank statements showing cash on hand, letters of credit or commitment from bank, etc. to verify accuracy of funding status and amounts.

**NOTE: Applicants are encouraged to include as much detail in their budget as possible to better explain the project, related costs and funding sources.**

## SAMPLE BUDGET FOR BRICK-AND-MORTAR PROJECTS

Project: Anytown Pocket Park Project	Cost	
Property Acquisition	\$x	
Pre-construction (engineering, design, permitting)	\$x	
Construction Improvements	\$x	
• Labor	• \$x	
• Materials	• \$x	
• Maintenance and Repairs	• \$x	
• Project Management	• \$x	
• Inspections and Approvals	• \$x	
<b>Total</b>	<b>\$x</b>	
Funding Source	Anticipated Funding Amount	Funding Status
Applicant Capital Investment	\$x	In Hand
Private Foundation Grant	\$x	Committed
Bank Financing	\$x	Secured
Community Matters Grant Request	\$50,000.00	Requested
<b>Total</b>	<b>\$x</b>	

*Contractor estimates and vendor quotes should be attached to this budget to support the costs identified above. The applicant has also included funding award letters from the funding sources confirmed above.*

For Expenses: price quotes, estimates, or other backup documentation should be submitted with budget to verify accuracy of costs.

For Funding Sources: proof of non-Community Matters sources of funds preferred and can include: bank statements showing cash on hand, letters of credit or commitment from bank, etc. to verify accuracy of funding status and amounts.

**NOTE: Applicants are encouraged to include as much detail in their budget as possible to better explain the project, related costs and funding sources.**

**PLEASE MAIL/HAND-DELIVER THREE (3) HARD COPY APPLICATION PACKETS AND ONE (1) FLASH DRIVE NO LATER THAN 4:30PM ON *February 15, 2023*, TO:**

**ATTN: George Connor  
3211 North Front Street, Suite 301-C  
Harrisburg, PA 17110**

Additional information may be required prior to disbursement under this program.

Inquiries regarding the grant can be e-mailed to [gconnor@dauphincounty.gov](mailto:gconnor@dauphincounty.gov) or sent to the address above.

Selected Applicants will be required to sign a Community Matters Grant Agreement which may be subject to Pennsylvania Right to Know Laws.

**I certify that all information in this Community Matter Grant application package is truthful and complete to the best of my knowledge and that I am authorized to submit this application. I acknowledge that the County of Dauphin is relying on this application to determine eligibility for this grant, and any false information will result in the repayment of grant funds back to the County.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Date