

8. Outline your plan of action: tasks, schedule and intended outcome.

Funding support will assist in the continuation of drug prevention, education and mentoring programs and providing various recreational activities to at risk youth.

To reduce crime by establishing a rapport between law enforcement officers and at risk youths, while directing such youths away from criminal activities by occupying their time.

9. Relate the proposed project to your organizational mission and current activities/programs. Please describe what you are looking to achieve. Include how many individuals will be impacted and give per individual impact per dollar

10. Grant amount requested: \$60,000.00 Total cost of project: \$ \$60,000.00

11. Geographic area grant will serve: City of Hollywood

12. Other funding sources applied to for this project:

	Amount
<u>assigned officer salary by HPD</u>	\$ <u>83,865</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

13. Funds awarded for this project to date:

	Amount
<u>none</u>	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

14. Have you been refused any funding for this request? Yes _____ No X
(If yes, please explain why)

15. Is this a new program or project for your organization? Yes _____ No X

16. Is this grant to supplement an established program? Yes _____ No X

17. List all grants and funding awards received from all other sources public or private during the preceding 5 fiscal years, i.e. federal, state, county, other municipalities, private foundations and private grant programs.

AMOUNTS RECEIVED

Funding Source	FY'10	FY'11	FY'12	FY'13	FY'14
Hollywood Police	130,000	90,000	50,000	10,000	20,000
Fundraising billboards	16,000	16,000	16,000	16,000	16,000
Fundraising police vs fire	27,000	32,475	32,398	0	0

18. If your organization has paid staff:

Number of full-time paid employees 1 part-time 2

19. Will this grant involve the need for additional employees? Yes _____ No X
 If yes, how many? _____

20. Is this organization a United Way Agency? Yes _____ No X

21. If this project will be a continuing one, explain in detail the anticipated source of funds for operation in subsequent years:

Since the inception of the Hollywood Police Athletic League (PAL), we have relied primarily on the funding we have received from the Hollywood Police Department's Law Enforcement Trust Fund

22. Was there any documentation (community support, research, fact-finding efforts, etc.) which led you to seek funding for this project or program?

no

23. Please explain the need and/or relevance of your project:

Provides an opportunity for officers to operate as positive role models for the youth in the community in a safe, drug free and encouraging atmosphere.

24. Have similar projects or programs been initiated by other organizations in the

NOTE: PLEASE INCLUDE AN ORIGINAL AND THREE (3) COPIES OF THE APPLICATION AND ALL PERTINENT SUPPORTING INFORMATION.

Required Attachments Checklist: Please check if attached or explain if not attached

- ❑ List of Board of Directors with affiliations.
- ❑ Audited financial statement or compilation of financial statement including income statement and balance sheet if agency has no certified audit.
- ❑ A copy of your most recent letter from the Internal Revenue Service letter determining your agency's tax exempt status
- ❑ Agency's FY 2014 total operating budget and proposed FY 2015 total operating budget (including revenue and expenses for all agency programs).
- ❑ List of governing board of directors showing business, professional and community affiliations.
- ❑ Recent letters of support for the proposed project
- ❑ One paragraph resumes of key staff, including qualifications relevant to the specific request.
- ❑ Not more than three examples of recent articles about or evaluations of, your organization if available

**THE HOLLYWOOD POLICE DEPARTMENT
LAW ENFORCEMENT TRUST FUND
GRANT INSTRUCTIONS**

GRANT GUIDELINES

Thank you for your interest in the Hollywood Police Department Trust Fund Grants. The following information will assist you in determining whether to apply for funding and explain how to proceed if you are eligible. Please review these materials carefully, keeping in mind that, while we would like to support all the important work carried out by not-for-profit organizations, these funding guidelines serve to target our grant-making, thus enabling us to serve the community most effectively within our limited resources.

POLICY STATEMENT FOR GRANTMAKING

The objective of the Hollywood Police Department is to distribute a limited pool of funds as directed by Florida Statutes, to support endeavors that seek to serve the education, prevention, cultural and community improvement needs of the citizens of the City of Hollywood. Our grant policies are designed to conform to that overall objective.

WHO WE FUND

The Hollywood Police Department makes grants to tax-exempt organizations operating or proposing to operate programs for the benefit of Hollywood residents.

WHAT WE FUND

The Hollywood Police Department endorses grants that increase crime prevention, safe neighborhoods, drug abuse education, or drug prevention programs or other law enforcement purposes as deemed appropriate for not-for-profit organizations to respond effectively to the needs of public safety in our community.

The Hollywood Police Department will not consider Law Enforcement Trust Fund Grants for the following purposes:

- Individuals other than through established scholarship programs
- Religious activities
- Deficit funding
- Annual Campaigns
- Political Activities
- Operating expenses

In addition, the Police Department is reluctant to approve grants to any organization for the purpose of maintaining an on-going operating budget or for multi-year grant requests. Exceptions may be made at the discretion of the Chief of Police.

HOW TO APPLY

Completed application forms should be sent to:

Hollywood Police Department
Office of the Chief
3250 Hollywood Blvd.,
Hollywood, FL 33021

ATTN: LETF Grant Applications

Applications that do not contain all of the requested information may not be considered. If information requested is not available an explanation is required. To facilitate the preparation of completing grant applications, grant organizations are encouraged to utilize the Department's Fiscal Affairs staff for assistance. You may contact the Fiscal Affairs staff at (954) 967-4375 if you have any questions or need assistance with your grant application. Site visits and/or interviews may be arranged.

PROPOSALS SHALL INCLUDE

- Completed application
- Budget for proposed project and agency budget
- Most recent financial audit or year-end financial statement
- Copy of 501 (c) tax exemption ruling from the Internal Revenue Service
- Goals and objectives
- Targeted Community Members
- Items included in Application Checklist

WHEN TO APPLY

Applications will be accepted from March 3, 2015 through April 30, 2015 at 5:00 pm. Applications received outside this time period will not be considered. A review process will take place from May 1, 2015 to May 31, 2015. Awards will be given starting in July 2015.

FUNDING CRITERIA

The following characteristics will be evaluated by the Chief's Office and the Department's Legal Advisor:

- Project Plan is clear and practical for implementation
- Assess the urgency of the plan
- The project addresses the needs of the community
- The project provides resources to the affected population
- The Organization has the ability to continue programming in the future

APPROVAL AND AWARDS

Historically, September and October are designated for application approval and awards. Grantees are notified by mail of award status and presentations of awards.

EVALUATION

Grant recipients may be required to submit monthly, quarterly or annual narrative progress reports accounting for all funds received. A minimum of two field evaluations may be made annually by a designated staff member of the Hollywood Police Department.

OBLIGATIONS OF RECIPIENTS

If the Police Department determines that any part of an award has been used for purposes other than those defined in the original proposal, or an amendment to the proposal authorized by the Chief of Police, it may take all reasonable and appropriate steps to either recover or restore the diverted funds to the purposes being financed. The Hollywood Police Department reserves the right to revoke a grant if the implemented project does not comply with our guidelines or reflect the application that was submitted. Once a grant is received, it is required that the funds shall be expended during the calendar year awarded.