



East Montgomery County Improvement District

21575 U.S. Hwy 59 N.,
Suite 200
P.O. Box 1019
New Caney
Texas 77357-1019

Phone: 281.354.4419
Fax: 281.354.4529

Web Address:
www.emctx.com

Application Community Development Funding

Instructions

The East Montgomery County Improvement District (EMCID) will be accepting funding requests twice a year from local community organizations to assist them with the costs of doing community development improvements in East Montgomery County. Applications will be reviewed in the months of April and October of each year. All projects **must** be located within the boundaries of the EMCID.

The following is a list of guidelines that must be following for an application to be eligible for funding:

1. Only applications with at least 33% matching funds (actual cash dollars) will be considered.
2. Applications requesting funding for patrol vehicles or radar equipment will not be considered.
3. Applications requesting funding for items that will not be placed in East Montgomery County boundaries will not be considered.
4. Applications requesting funding for park/playground equipment must be purchased through EMCID's approved suppliers.
5. Organizations that receive EMCID grant funding and that also receive county, state, or federal funding and subsequently experience a cut back in the amount of county, state or federal funds received in the initial, previous or year after EMCID funding, will be required to reimburse EMCID an amount equal to the lesser of the amount funded by EMCID or the amount that the county, state or federal government funds were reduced.
6. Only applications for a "one-time" cost will be eligible. If there are costs associated with the project to maintain and/or continue the project, those costs will be the responsibility of the applicant, and the applicant must demonstrate the ability to pay those costs.
7. Applications for funding for projects that do not involve build-outs, interior or exterior construction of new or existing structures or frame construction including site work or slabs, etc. will be given priority consideration.
8. Projects which supplant or take the place of services or facilities which are or should be provided by the county or any other governmental agency or political subdivision within EMCID will not be accepted for funding.



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Instructions continued:

Organizations interested in applying for community development assistance must complete an application and return it to the EMCID office. **We require, in addition to the original application and supporting documents submitted, that each applicant submit twelve (12) copies, unbound, of the application and all supporting documents.** Once applications are submitted, the applications will be reviewed by the EMCID staff and the Board of Directors review applications from time to time as it determines based upon funding availability. The applicant will be notified of the status of this application after Board action. The Board of Directors has not scheduled the next funding review meeting, and applicant acknowledges that it could be twelve (12) months or more before this application is considered by the Board. If this funding request involves an emergency situation, please attach a cover letter addressed to the Board describing in detail the nature of the emergency, the time by which funding must be received, and the consequences if funding is not received by the stated date.

Applications are available at the EMCID office located at 21575 U.S. Hwy 59 N., Suite 200., New Caney, Texas 77357.

Any questions about this program should be directed to the EMCID office at 281.354.4419. The EMCID staff is willing to assist organizations needing help in completing their applications.



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Please complete the following questions:

1. Name of Organization _____
Contact Person _____
Address _____
Telephone _____
Fax _____
Email _____
2. Date of Request _____
3. Amount of EMCID funds requested _____
(This amount should not include your matching 33%.)
4. Date when funds would be needed _____
5. Projected start date of project _____
6. Projected completion date of project _____
7. Proposed number of beneficiaries _____
8. Check One: ___ New Program/Service/Project
 ___ Quantifiable increase in level service
9. Type of Organization:
(a) Governmental/Taxing Entity _____
(b) Non-Profit Corporation _____
(c) Other (specify) _____

If applicant is a governmental entity, application must include a resolution of the governing body approving the filing of the application. If applicant is a non-profit corporation, application must include a corporate certificate of good standing, copies of your IRS tax exemption letters and a corporate resolution authorizing the filing of the application. Applicants must show proof of non-profit status. If applicant is other than (a) or (b), applicant must provide similar documents evidencing its authority to file the application and receive funding.

Community Development Program

Project Information (Use additional paper if needed.)

10. Detailed description of project for which EMCID funding is requested, including site plans; specifications; estimates and bids for equipment, labor, etc; and how project will be maintained; and who will oversee the project.

11. Briefly describe the capacity (experience) of the organization and its ability to implement and manage the proposed activity.

12. Briefly explain how EMCID dollars will assist the organization in implementing the proposed project.

13. Describe the staffing structure of the organization.

14. Attach an itemized budget for proposed project.

15. Attach a current budget and/or financial statement (preferably both) for your organization. Please also include actual budgets and financial statements for the past two (2) years.

16. List name and address of Board of Directors/Trustees.

Community Development Program

17. How is your organization currently funded?

18. The organization requesting funding must provide proof that 33% of the cost of the project has been obtained from or committed by other sources other than EMCID. List all other sources of funding and the amounts which would be utilized in the completion of this project. Details of other sources must be provided below or on an attachment.

19. Briefly describe the nature of the organization and how it benefits persons living in the East Montgomery County Community.

20. Check the areas of service that best describes your organization's response in the last year.

- | | |
|--|---|
| <input type="checkbox"/> Job training | <input type="checkbox"/> Health care |
| <input type="checkbox"/> Child care | <input type="checkbox"/> Recreation programs |
| <input type="checkbox"/> Education programs | <input type="checkbox"/> Public safety services |
| <input type="checkbox"/> Beautification | <input type="checkbox"/> Services for senior citizens |
| <input type="checkbox"/> Services for homeless persons | |
| <input type="checkbox"/> Drug abuse counseling and treatment | |
| <input type="checkbox"/> Elimination of slum & blight | |

Other type of service provided (describe).

Community Development Program

21. Check the area to be funded.

- Programing for a community service.
- Construction of a facility or structure.
- Renovation of a facility or structure
- Other (please describe) _____

22. Have you ever received funding from the EMCID? Yes ___ No ___. If yes, please describe the project(s)? _____

Have you fulfilled all of the reporting/signage requirements in your contract?

Yes ___ No ___.

If no, please explain. _____

23. Check List

- Corporate resolution authorizing the filing of this application.
- Proof of non-profit status or similar documents evidencing the authority to file the application and receive funding.
- Letter of approval from parent organization/board of trustees or directors.
- Itemized budget for proposed project.
- Current year budget/financial statement and financial statements for two (2) previous years from your organization.
- Original application with twelve (12) copies, unbound, of application and supporting documents.
- Detail plans for the implementation of the project, including site plans, specs, bid estimates, etc.

Note: Please return completed application to:

East Montgomery County Improvement District

Community Development Projects

Attention: Suzanne Parmer, Office Administrator

P.O. Box 1019

Community Development Program

21575 U.S. Hwy. 59, North, Suite 200
New Caney, Texas 77357-1019

If you would like to discuss the plans for the project before submitting your application, please call the EMCID office at 281.354.4419 to schedule an appointment.