



2024 Community Enhancement Grant Application Form

Open 12.11.2023 to 1.8.2024

Project/Organization Information

Project/Organization			
Contact Person			
Non-Profit Organization	Yes <input type="checkbox"/> No <input type="checkbox"/> I R S Classification:		
Address			
City/State/Zip			
Phone		County	
Email			
Federal Tax ID (if applicable)			

Use of Funds (Check all that apply) Eligible Categories (Check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Organizations Capital Investments in:
<input type="checkbox"/> Land <input type="checkbox"/> Building <input type="checkbox"/> Equipment
<input type="checkbox"/> Organization Operating Expenses
<input type="checkbox"/> Organization Marketing
<input type="checkbox"/> Special Project : Events / Programs
<input type="checkbox"/> Annual Project : Events / Programs
<input type="checkbox"/> Other: _____ | <input type="checkbox"/> Cultural : _____
<input type="checkbox"/> Historical : _____
<input type="checkbox"/> Recreational : _____
<input type="checkbox"/> Educational : _____
<input type="checkbox"/> Health/ Fitness : _____
<input type="checkbox"/> Social : _____
<input type="checkbox"/> Inclusion : _____ |
|---|--|

Funds to be spent with Yes No If yes, what percentage of funds? _____
 Watford City vendors? (see page 3 for application questions)

Proposed Funding and Sources

1. Funding request from RRF	\$
MATCHING FUNDS (other funding amounts from private sources):	
2. Cash Donations – Source:	\$
3. In Kind Donations – Source:	\$
OTHER GRANTS APPLIED FOR or SECURED (all local, state, and federal grant or loan funding sources):	
4. Other – Source:	\$
5. Other – Source:	\$
6. TOTAL Matching Funds (add lines 2-5)	\$
7. TOTAL Event / Program / Project BUDGET (all lines plug any other organization funds)	\$

APPLICANT CERTIFIES The undersigned is duly authorized to verify the foregoing application, can provide proof of matching funds, and to the best of your knowledge and belief, the data in this application is true and correct.

Name		Title	
Signature		Date	



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Please describe your event/program/project in detail below (provide an attached report if you need additional space). **See page 3 - Community Enhancement Grant Instructions for additional information on what to include in your narrative.** If you have questions or concerns, please direct them to: vbest@nd.gov with subject line: **2024 Community Enhancement grant application question**

Thank you for sponsoring 2024 community events/programming/projects in our community. The Community Enhancement Grant exists to promote cultural inclusion and workforce attraction and retention by supporting community organizations that provide community events/programming/ projects.

Guidelines, Eligibility and Award Expectations for Community Enhancement Grant:

Applications must be made on Community Enhancement Grant Program Application Form (2024) for:

- ✓ up to \$3,000 per event / per organization
- ✓ events, programs and projects within McKenzie County

**Organizations / applicants may submit multiple applications to the fund BUT only one per event / program / project. Any event may have multiple organizations participating in it, making it possible that any one event may be supported by more than one RRF Enhancement Grant.*

2024 competitive grant deadline is Monday - January 8, 2024 at 5:00 PM.

Please email your applications before the deadline to: bchaffee@nd.gov*, or hand deliver to City Hall: **213 2nd St NE**, or mail to: City of Watford City, **PO Box 494**, Watford City ND 58854*

*Note the application must be **in-hand** (not just sent) by the deadline.

The following will increase the success of your organization's application:

- Leveraging multiple funding sources (private, state, and/or federal funding sources) beyond RRF & Lodging Tax
- Explaining in the project narrative (page 2 or an attachment) how specifically RRF funds will be used in 2024
- Providing event / program / project reports from previous years that report:
 - How RRF funding was used last year and in previous years
 - Reporting that demonstrates:
 - 1) consideration of, and
 - 2) support for Watford City vendors
 - Watford City vendors used and dollars spent with them
 - Comparative bids or demonstration of non-local preferred option
- **Note: Watford City vendors may provide in-kind sponsorship or discounts to support local events upon request. Please provide them the opportunity to do so.**
- A community impact statement that provides demonstration of:
 - Community need
 - People served
 - Applicant's mission, values, and other service to community outside project application

As a benefit of a Roughrider Fund grant award:

- ✓ Applicants are ENCOURAGED to have a marketing consultation with the Marketing and Communications Division of the Community Development Department to ensure your event/project's marketing campaign meets the mission of the RRF. It is encouraged that you schedule a consultation with Marketing and Communications shortly after award notice.
- ✓ The contact to schedule a consultation meeting is whitebrock@nd.gov.
- ✓ Organizations are also EXPECTED to include the Roughrider Fund as a sponsor in your event marketing. RRF logos and sub-marks will be provided to you with notice of award.

Application review and AWARD PROCESS:

- ✓ Awards are paid out in one lump-sum to a successful applicant upon presentation of reimbursable receipts. Receipts are required to be collected and submitted in one packet within sixty days after the event or prior to the end of the year, whichever is sooner. Only one reimbursement will be made per organization per event, program, or project. Prior to reimbursement, City of Watford City, Accounts Payable will need a W-9 for your organization: watfordcityap@nd.gov (**NOTE: grant awards are reported to the IRS as income**)
- ✓ The Roughrider Fund committee will meet to review Enhancement Grant applications on Monday, January 29th at 9:00 AM in the Heritage Room of City Hall. It is open to the public and applicants are welcome to attend. The RRF committee will provide recommendation to City Council to consider on February 5th at their regularly scheduled meeting. You will be notified of City Council's final action on your grant application the week of February 5th.