



East Montgomery County Improvement District

21575 U.S. Highway 59 North, Suite 200

P.O. Box 1019

New Caney, TX 77357-1019

281.354.4419

FAX: 281-354-4529

www.emctx.com

Application for Community Development Mini-Grant Funding

The East Montgomery County Improvement District (EMCID) accepts funding requests twice a year from local community organizations to assist them with the costs of community development projects in East Montgomery County. Applications are due each year in March and September. Matching funds are not required.

Criteria

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

1. Grants are available for up to \$5,000 to non-profits or taxing entities/governmental organizations.
2. The name of the applying non-profit entity must match the name on the IRS Determination Letter.
3. Non-profit entities are required to submit a Disclosure of Interested Parties (Form 1295).
4. All projects must be located within the boundaries of EMCID.
5. 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.
6. 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.
7. Applications requesting funding for patrol vehicles or radar equipment will not be considered.
8. Applicants are not eligible unless compliance is current on previously funded grants at time of application.
9. Only one application per entity will be accepted during each grant round.
10. Applicants are only eligible to receive grant funding once per EMCID fiscal year.
11. A representative of the application must attend both a) the EMCID Board Workshop to present request and b) the EMCID Board Meeting after the approval process to receive funding.
12. Two (2) quotes are required on all purchases using grant proceeds.
13. Grant funds must be used within six (6) months of receiving funds.
14. Grant funds cannot be conveyed to a third party recipient.

Instructions for Non-Governmental Applicants

Pursuant to Texas Government Code 2252.908, any **non-government** applicant is required to submit a Disclosure of Interested Parties form (Form 1295) through the Texas Ethics Commission website, located at https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm. These entities should:

- 1) Contact the offices of Marks Richardson PC at (713)942-9922 to obtain a contract ID number.
- 2) Using the contract ID number provided, fill out the information requested online at https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm.
- 3) Application must include a copy of the IRS Determination Letter and a corporate resolution authorizing the filing of the application.
- 4) Submit the original **unbound** application and supporting documents, **including a signed and notarized copy of the form generated from the Texas Ethics Commission website**, by the application deadline. **EMCID cannot consider any Community Development Grant application without prior receipt of the disclosure form.** For more information regarding House Bill 1295 and the accompanying Texas Ethics Commission Rules, please go to: <https://www.ethics.state.tx.us/tec/1295Info.htm>.
- 5) Complete application should be delivered to: EMCID, 21575 U.S. Highway 59 North, Suite 200, New Caney, TX 77357.

Instructions for Taxing Entities/Governmental Applicants

- 1) Application must include a resolution of the governing body approving the filing of the application.
- 2) Submit the original **unbound** application and supporting documents by the application deadline.
- 3) Complete application should be delivered to: EMCID, 21575 U.S. Highway 59 North, Suite 200, New Caney, TX 77357.

Process

Once complete applications are submitted, the applications will be reviewed by the EMCID Board of Directors. The applicant will be notified by email of 1) any Board of Directors Workshop in which the grant application will be discussed and 2) the status of this application after the Board of Directors has taken action.

The applicant acknowledges that it could be twelve (12) months or more before this application is considered by the Board. The applicant is responsible for ensuring that EMCID has a current email address for the applicant on file.

Any questions about the Community Development Grant Program should be directed to the EMCID office at 281.354.4419.



Applicant Information

1. Name of Organization _____
2. Contact Person _____
3. Address _____
4. Telephone _____
5. Email _____

Request

6. Requested Funds \$ _____
7. Projected Start Date of Project _____ Projected Completion Date _____
8. Proposed Number of Beneficiaries _____
9. Type of Organization Governmental/Taxing Entity
 Non-Profit Corporation

10. Detailed description of project for which EMCID funding is requested.

11. List any funding your organization has received from EMCID in the past three (3) years.
Please provide date of funding, amounts and purpose of the projects.

- a. If your organization has received funding in the past, have you fulfilled the grant requirements in your contract(s)? Yes No

If no, please explain.

Signature of Applicant

Date



Application Checklist

- Corporate Resolution authorizing the filing of this application.
- Proof of non-profit status.
- Letter of approval from parent organization/Board of Directors or Trustees.
- Signed and notarized copy of Texas Ethics Commission Form 1295, if applicable.
- Two (2) quotes for items to be purchased.
- Any reporting due from previous grants.
- Original **unbound** application with supporting documents.

Submission

Applications must be delivered, mailed applications will not be accepted.

Please deliver the completed application to:

East Montgomery County Improvement District
21575 U.S. Highway 59 North, Suite 200
New Caney, TX 77357