

2024 COMMUNITY ASSISTANCE GRANT PROGRAM GUIDELINES

AUTHORITY

N.J.S.A. 40:23-8.19 provides that the governing body of any county or municipality may annually appropriate and distribute to any public, or private nonprofit, agency or organization funds to defray in whole or in part the expenses incurred by any such agency or organization in maintaining community action programs and in providing facilities and equipment therefor within said county or municipality, as the case may be.

PURPOSE AND OBJECTIVE

It is the intention of the Township of Wayne to ensure there are adequate and inclusive community programs provided to all the residents of Wayne, NJ. The Township, through the Community Assistance Grant program shall assist local non-profit agencies in the development, improvement of, or expansion of facilities, and in the delivery of essential community programs that primarily serve Wayne residents.

PROGRAM INFORMATION

Unless otherwise specified, any questions arising from, and all submissions required under the Community Assistance Grant should be directed to the Wayne Township Department of Parks & Recreation, 475 Valley Road, Wayne, NJ 07470; Phone: (973) 694-1800 x 3260. Additional information may also be found online at www.waynetownship.com.

GRANT APPLICATION GUIDELINES

1. At the beginning of each calendar year or as deemed practical, the Township shall post instructions to the Township website www.waynetownship.com on how to apply for Community Assistance grants. Information shall include but not be limited to formal application documents, open application period, due date for applications and levels of funding.
2. All applicants must be registered as a non-profit or not-for-profit agency with the Internal Revenue Service. An IRS determination letter will be required as proof and is to be submitted with the application.
3. All applicants must be based in Wayne, NJ. Organizations based outside of Wayne, NJ are not eligible to apply.
4. Organizations will only be considered eligible if they serve more than 500 Wayne residents in a calendar year. The only exception will be for organizations that primarily serve individuals with disabilities, there shall be no minimum number served requirement.

5. The total number of grants awarded, and the amount per organization, will be based on that year's municipal budget appropriation, the number of applications received, and the level of funding requested. Community Assistance awards shall not exceed \$100,000.00 per organization.
6. An organization receiving a Community Assistance grant shall not convey, dispose of, or divert any funds received to any other use other than what has been requested and approved.
7. Along with the prescribed application form, each organization will be required to submit the following documentation:
 - A copy of the organization's most recent federal tax filing.
 - The organization's IRS determination letter. (If not on file with the Township)
 - A copy of the non-profit's W9 form showing an EIN. (If not on file with the Township)
 - A copy of the non-profit's New Jersey Business Registration Certificate.
 - A list of the organization's current Board of Directors.
 - A copy of the organization's by-laws. (If not on file with the Township)
 - A copy of the organizations' lease (if applicable)
 - A letter of request, outlining how the funds will be used.
 - A status update on prior year's award (if received). The status report should detail how the funding was used, how many people were served and how the Community Assistance Grant benefitted the organization and its participants. Status reports should include itemized expense records of items, goods and services purchased with community assistance funding.
8. All applicants are required to submit one (1) hard copy or one (1) electronic copy of the materials required. Submissions shall be forwarded to recreation@waynetownship.com. Or by mail to: Township of Wayne, Attn: Department of Parks and Recreation, 475 Valley Road, Wayne, NJ 07470. Please mark "Community Assistance Application" on the outside of the envelope if a hard copy is submitted in lieu of an electronic copy.

ELIGIBLE PROJECTS

1. Development projects. A development project shall be located on land owned by or leased to the applicant within Wayne Township, New Jersey. Development projects that are eligible include projects that will expand upon, improve, or construct new facilities that will benefit the public. Examples of such facilities include, but are not limited to:
 - Construction of a facility that will support the increased public use or enjoyment of outdoor recreation, such as a facility for outdoor games and sports, hiking, swimming, or similar activities;
 - Renovation of an existing indoor or outdoor facility, such as a ballfield, gymnasium, community meeting space or other recreational space that will allow for increased public use;

All land and facility projects developed with Community Assistance funding must be accessible to the public. The organization awarded funding is responsible for obtaining all permits and meeting all the requirements of federal statutes, New Jersey laws, and any other county or local statutes, regulations and ordinances, as applicable, related to the project.

Allowable project costs include:

- Construction costs
- Costs of any equipment or materials necessary to carry out the construction and make the facility operational.

Project costs that are not allowable:

- Engineering or consultant fees;
- Permit fees;
- Administrative and operating costs and salaries and/or wages of any employee of the organization incurred as part of the development project;
- Costs associated with preparation of the application for Community Assistance funding.

2. Support of Essential Community Programs.

- Essential Community Programs are defined as services that benefit and improve the quality of life and physical or emotional health of a large segment of community members. Examples of essential programs include community-wide events, child care services, food and nutrition programs, instructional development programs, job training, inclusive recreation programs, senior services, transportation services and public safety initiatives. The Township at its discretion may decide to support an essential community program either in full or a part thereof.

INELIGIBLE PROJECTS

- Any development project to which public access is not provided, as determined by the Township.
- Any development project that will significantly alter or impair the land's natural resources, as determined by the Township.
- Any development project located outside of the Township of Wayne.
- Any development project located within a floodway.
- Any facility or structure that does not support community programs.
- Professional or for-profit facilities.
- Lease of property, field or facility rentals.
- Equipment rentals.
- Professional services costs, such as, but not limited to, architectural or engineering fees.
- Private or semi-private programs or lessons, as determined by the Township.
- Competitions, Tournaments or Travel Program expenses.
- Costs of full-time employee salaries and benefits.

APPLICATION REVIEW PROCESS

A deadline for submissions will be set by the Township each calendar year. Applications received after the deadline will not be considered. Applications that do not contain all the items listed in the Grant Application Guidelines will be deemed ineligible.

Applications will be reviewed within 30 days of the Application Deadline by the Director of Parks and Recreation or his/her designee. The Director of Parks & Recreation or his/her designee will review applications for completeness and eligibility. After review, the Director of Parks and Recreation shall

forward each completed and eligible application, along with a funding recommendation to Township Administration. Township Administration will review the recommendation and may:

- Request additional information;
- Further determine eligibility of an applicant;
- Deny an application based on funding limitations, or other reason; or
- Forward the application to the Township Council for review and consideration;

The Township Council of the Township of Wayne will have the final say on all eligible applications. If funding is to be awarded, the Township Council must adopt a resolution authorizing the award of the Community Assistance Grant(s) naming the organization and the total amount awarded to each organization.

DISBURSEMENT OF GRANT

Grant funds will be disbursed in accordance with the laws of the State of New Jersey and the purchasing procedures of the Township of Wayne.



475 Valley Road
Wayne, New Jersey 07470
www.waynetownship.com
Phone: 973-694-1800
Fax: 973-694-9100

2024 COMMUNITY ASSISTANCE GRANT APPLICATION

Organization Name: _____

Street Address: _____

Town/State/Zip: _____

Contact Person: _____ Title: _____

Phone: _____ E-Mail: _____

PROJECT INFORMATION

Project Name: _____

Project Description

On a separate sheet of paper, please provide a detailed description of the proposed project. Please include details on where this project will take place, who this project will serve, what resources will be used to accomplish the project, why the project will be beneficial to the residents of Wayne Township, and a timeline of when the project will take place. Please also include a budget for this project matching the budget request overview below.

Project Budget

Funding Requested from Wayne Township: \$ _____

Funding portion from Requesting Organization: \$ _____
(other grants, operating funds, etc.)

Total Cost of Project: \$ _____

Acting as a duly authorized representative for the applicant organization, I am submitting this request for Community Assistance from the Township of Wayne.

Name: _____

Title: _____

Signature: _____

Date: _____