

# ST. LOUIS HILLS SPECIAL BUSINESS DISTRICT FUNDING REQUESTS

## PART I - INSTRUCTIONS AND DEFINITIONS

### PURPOSE:

This document sets forth the guidelines and categories for requests for funds from the St. Louis Hills Special Business District (SBD). Applications will be accepted from organizations that will sponsor and promote projects within the District that supports residents and/or businesses in the area.

Organizations are encouraged to submit as much information as they have available. While there are a list of questions included in this form, organizations are also encouraged to submit attachments that better reflect the scope of the project as well as examples of similar projects.

### TIMETABLE FOR REVIEW:

The St. Louis Hills SBD will distribute applications to organizations that express an interest in receiving funds for neighborhood projects and events. Projects or events must meet the guidelines and criteria outlined in this document. Completed applications should be submitted to the District's Administrative Offices C/O Park Central Development as far in advance as possible, understanding that the SBD's budget is submitted to the City for the upcoming Calendar Year roughly 90 days before it begins.

Applications may be mailed, hand delivered, or emailed to the St. Louis Hills Special Business District c/o Park Central Development:

Attn: David Wright, Administrator ([david@pcd-stl.org](mailto:david@pcd-stl.org))  
4512 Manchester Avenue  
Suite 100  
St. Louis, MO 63110

### APPLICATION AND EVALUATION PROCEDURE:

The following procedure will be strictly followed. Applicants are encouraged not to contact all members of the District's board regarding their request and channel communication through the District's administrative office. Please read the following instructions carefully and call the District's office with any questions. Incomplete or incorrect applications may be returned.

The St. Louis Hills SBD Administrator will review all applications to determine if they meet the established criteria for funding. The District's staff will notify applicants of their application's status or if any additional material or presentation may be requested by the board, such as presenting proposals at an upcoming meeting. The St. Louis Hills SBD board will vote on each qualifying applicant and prepare, in priority order, their recommendations for funding. Funding recommendations of the District are final. All materials submitted with applications will become a matter of public record, open to inspection by any citizen of the State of Missouri subject to the Sunshine Law.

## **OVERALL GUIDELINES**

Applications must conform to the guidelines specified by the St. Louis Hills SBD. Applications that do not conform to these guidelines will not be considered for funding. The funding limits are subject to final approval by the board. Funding is available for projects that take place within the District that support residents and/or businesses in the District.

Programs, organizations, or special events should have a history of, or the potential for, increasing the quality of life in the District, contributing to District placemaking, and/or supporting the District's mission. Applicants are encouraged to look at the SBD's budget on its webpage ([www.sthillsbd.com](http://www.sthillsbd.com)) and tie their narrative to a specifically budgeted topic to illustrate available funding for the board.

## **ELIGIBLE ORGANIZATIONS:**

Not-For-Profit Organizations under section 501 of the Internal Revenue Code (a copy of the IRS determination letter provided by the applicant confirms federal tax-exempt status) and For-Profit Organizations are eligible for funding. Organizations must have significant District ties.

## **PROJECT GUIDELINES:**

1. Project must take place within the St. Louis Hills SBD boundaries.
2. Applicant must make project accessible to the public and to disabled persons.
3. Applicant must submit proof of non-profit status – if applicable.
4. Applicant must submit proof of good corporate standing – if applicable.
5. Applicant should demonstrate at least a partial match for the amount requested, showing revenue and/or volunteer support specifically contributed for program.
6. Multiple projects must be separate and distinct applications with separate summaries and budgets.
7. Invoice must be made to the St. Louis Hills Special Business District. No funds will be forwarded in anticipation of the receipt of an invoice.
8. A complete detailed project budget must be submitted that includes all expenses.
9. The complete detailed project budget must include all revenues.
10. All information should be submitted on 8 ½ x 11" white paper.
11. A certificate of liability insurance, naming the St. Louis Hills SBD as an additional insured, may be required before any funding can be released.
12. Applicant must show proof of proper permitting already approved by any relevant agency that would have influence on the project.
13. Applicant must be able to present project at an SBD Board of Commissioners meeting and demonstrate established communication with all relevant project stakeholders.
14. Applicant must submit a W-9 along with invoices to process funding distribution.

**Funding Administration:** No funding may be distributed until the St. Louis Hills SBD board approves the funding.

**Funding Manager:** Organizations receiving funding shall designate a Funding Manager. That individual shall be responsible for maintaining the official file with application, correspondence, funding, narrative progress reports, request for funds/reimbursements, invoices and sample of promotional materials used. The organizations funding manager will

ensure that all elements of the funding application are followed, that narrative progress reports are submitted in a timely manner, that requests for funds are accurate and appropriate attachments are included, and that the event funding is closed out efficiently with the necessary reports and financial submitted. It is the funding manager's responsibility to see that any applicable Federal, State or City laws and policies are followed.

#### **APPLICATION GUIDELINES:**

1. If you are applying for more than one project, separate applications and distinct separate budgets are required.
2. State the goals and objectives for each project for which you are applying for.
3. Describe what benefits will be received from each project for which you are applying.
4. Describe how the project fosters inclusive placemaking for the St. Louis Hills SBD.
5. Describe how the effectiveness of each project will be evaluated.
6. Describe how financial resources will be monitored.
7. Describe, in detail, how the project will be implemented.
8. Attach copies of letters of commitment to substantiate matching funds if applicable.

#### **STATUS REPORTS:**

**Initial Plan:** A preliminary status report is due at the time of submission of application indicating an overall status of the project.

**Final Status Report:** A detailed final status report is due within sixty (60) days of the close of the project.

#### **PROCEDURES FOR DRAW OF FUNDS**

An invoice must be submitted to the St. Louis Hills Special Business District office for reimbursement on expenses. Payments will be considered on a reimbursement basis and made after proof of paid invoices are presented unless otherwise requested (addressed in the next paragraph). Reimbursement or distribution of funds must stay within the confines of the Project Expenses outlined in your application. Organizations receiving funding should take into consideration that it will take a minimum of 5 business days for the District to process a check. Copies of paid invoices, cancelled checks, tear sheets, printed samples or other backup information to substantiate payment may need to accompany request for funds.

If a project has a need for funds before the project begins, that need must be stated clearly in the application. The board may decide to grant that request, with or without qualifications and in a manner that it deems fit. The board may decide to grant a partial distribution of funds initially to support the project's start, with the remaining amount distributed after the project has provided a summary on the work completed. Any remaining amount of funding will not be distributed until that final status report is submitted. All funding will still only be disbursed with an invoice and W-9.

#### **USE OF ST. LOUIS HILLS SBD FUNDS**

District grant funds must be used to promote and advertise the District or support neighborhood projects.

**NOTICE:** All collateral material and advertisements must list the District as one of the project sponsors.

**FUNDS MAY NOT BE USED FOR:**

*Projects that are restricted to private or exclusive participation. Legal, medical, engineering, accounting, auditing, planning, feasibility studies or other consulting services. Salaries or supplements to salaries for existing or future staff, or employment of personnel directly or indirectly related to the project or event. Tangible personal property including but not limited to office furnishings or equipment, permanent collections, or individual pieces of art. Interest or reduction of deficits and loans. Expenses incurred or obligated prior to or after the project period. Advertising and promotional materials distributed at the event site or after the event. Payments for services or goods purchased for previous or other events.*

**One copy of the following items is required and should be attached to your original application (if applicable):**

- Charter, Articles of Incorporation, By-Laws, Proof of Current Status
- List of current Officers, Board members & project staff with terms
- Proof of Liability Insurance
- List of other Financial Commitments

**St. Louis Hills Special Business District Project Funding Application**

1. NAME OF PROJECT:
2. TIMELINE FOR PROJECT:
3. LOCATION OF PROJECT (address and/or specific location where project will take place): Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_
4. NAME OF APPLICANT/HOST ORGANIZATION:  
Legal Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City State Zip: \_\_\_\_\_
5. CONTACT PERSON/TITLE:  
Name \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone No. ( \_\_\_\_\_ Fax No. ( \_\_\_\_\_  
E-mail: \_\_\_\_\_@\_\_\_\_\_
6. TYPE OF ORGANIZATION - IRS STATUS (TAX ID NO.)  
If applicable, attach Articles of Incorporation, Bylaws.  
FIDNO. ....
7. ATTACH A LIST OF MEMBERS OF THE ORGANIZATION'S BOARD OF DIRECTORS
8. ATTACH A LIST OF ORGANIZATIONAL AND PROJECT STAFF OF THE ORGANIZATION.
9. ATTACH MOST RECENT ANNUAL FINANCIAL REPORT FOR ORGANIZATION AND BUDGET FOR THE UPCOMING YEAR.
10. ATTACH PROOF OF GOOD CORPORATE STANDING (IF APPLICABLE)
11. ATTACH A DESCRIPTION OF PROJECT.
12. LIABILITY/MEDICAL INSURANCE? No  Yes   
If Yes, indicate insurance carrier, contact and telephone number: \_\_\_\_\_  
(St. Louis Hills SBD must be named additionally insured and be provided a COI)
13. ATTACH PROJECT BUDGET WITH ITEMIZED CATEGORIES OF REVENUE AND EXPENSES.

14. AMOUNT OF FUNDING REQUESTED: \$

15. INTENDED USE OF THE FUNDS:

16. ATTACH PROOF OF ANY MATCHING FUNDS (EQUAL OR GREATER THAN AMOUNT REQUEST FROM THE ST. LOUIS HILLS SBD)

17. PLEASE LIST ALL AGENCIES THAT YOU HAVE COMMUNICATED WITH THAT WOULD NEED TO KNOW ABOUT THIS PROJECT AND INCLUDE CORRESPONDENCE CONFIRMATION.

18. PLEASE INCLUDE ANY PERMITS THAT YOU MAY HAVE TO ACQUIRE (or have acquired) IN ORDER TO COMPLETE PROJECT.

19. HOW WILL THE PROJECT BENEFIT THE ST. LOUIS HILLS SBD?

20. HAVE YOU RECEIVED ST. LOUIS HILLS SBD SPECIAL PROJECT FUNDING IN THE PAST?

No  Yes

If Yes, indicate name and date of project and amount received.

21. WOULD THIS PROJECT HAPPEN WITHOUT THE SUPPORT OF THE SBD?

22. HOW DO YOU MEASURE THE SUCCESS OF YOUR PROJECT?

**VERIFICATION OFFICIAL WITH CONTRACTING AUTHORITY FOR THE ORGANIZATION**

I **HEREBY CERTIFY** that I have read the foregoing application and that the facts stated herein are true and correct to the best of my knowledge and belief. I have read the Project Policies and Procedures and agree to comply with the policies and procedures therein as a condition of receiving grant funds.

Official's Signature: \_\_\_\_\_

Official's Name & Title (Typed): \_\_\_\_\_

**CONTACT PERSON AS LISTED ON PAGE ONE OF APPLICATION**

I **HEREBY CERTIFY** that I have read the foregoing application and that the facts stated herein are true and correct to the best of my knowledge and belief. I have read the Project Policies and Procedures and agree to comply with the policies and procedures therein as a condition of receiving grant funds.

Official's Signature: \_\_\_\_\_

Official's Name & Title (Typed): \_\_\_\_\_