

ECONOMIC EXCELLENCE PROGRAM **GRANT APPLICATION**

Grant Title _____

Date of Application _____ Funding Amount Requested _____

Name of Requesting Organization _____

Contact Name _____ Title _____

Address _____

Projected: Implementation Date _____ Completion Date _____

DEADLINE TO SUBMIT APPLICATION

Please select the quarter for which you are submitting this application:

___ 1st Quarter '22 grant applications due Monday, February 14, 2022

___ 2nd Quarter '22 grant applications due Monday, May 16, 2022

___ 3rd Quarter '22 grant applications due Monday, August 15, 2022

___ 4th Quarter '22 grant applications due Monday, November 7, 2022

Completed applications should be sent to Midlothian Community Development Corporation, c/o Tammy Varner, City Secretary, at Midlothian City Hall, 104 W. Avenue E, Midlothian, TX 76065. An original application, along with seven copies must be received by deadline – no exceptions.

PREPARING THE APPLICATION

Grant application form may be downloaded from the City's web site at www.midlothian.tx.us

- Computer generated or typed documents are recommended.
- DVD, PowerPoint, or other media presentations may also be submitted.

PREPARE BUDGET SHEETS

Provide a detailed budget (including salaries, materials, etc.). Use the budget sheets provided to detail expenditures for the project. A separate sheet should be used for each vendor you plan to utilize. *Note MCDC Type B will not pay the salaries and benefits portion of any proposal. Salaries and other employment benefits are the sole responsibility of the applicant(s).

Please list additional funds and other grants received and/or applied for as of this date.

FOR MORE INFORMATION

If you have any questions, e-mail Tammy Varner at tammy.varner@midlothian.tx.us or by telephone at (972) 775-7101

Grant Application Budget Sheet

****Prepare a separate budget sheet for each vendor****

Vendor's Name _____

Address _____

Phone _____

Contact _____

Item #	Product Description	Qty	Unit Price	% Discount	Total Cost
Subtotal					
Shipping					
TOTAL					

Grant Title: _____

REQUIRED: Do your homework and get accurate prices; Do not use catalog prices; ask for discounts; negotiate for a better deal; Do not forget shipping costs; You are not required to use the City's vendors, but it may be beneficial.

Prepare a separate budget sheet for each vendor

Signature Page

Grant Title _____

Date of Application _____ Funding Amount Requested _____

Name of Requesting Organization _____

Applicant Contact Person (Print Name)

Signature

Address for Contact Person (Print)

Contact Phone Numbers

Please include the printed names and signatures of all grant applicants. Please add additional lines if needed. Name/s and signature/s of all applicants associated with this grant application

Print name

Signature

Print name

Signature

Print name

Signature

Print name

Signature

AGREEMENT

It is understood that the applicant will submit a progress report if grant is approved beginning one quarter after the grant is awarded and every quarter thereafter until completion of project. The report will include information as outlined in Grant Guidelines p.3, "Responsibilities of Grant Recipients".

SUBMIT

Please provide original application and seven copies to Midlothian Community Development Corporation, c/o Tammy Varner, City Secretary, at Midlothian City Hall, 104 W. Avenue E, Midlothian, TX 76065.

Grant Coordinator's signature _____ Date Received _____