



## IN-KIND ASSISTANCE GRANT

### Grant Policy:

The City of Leon Valley has created the “In-Kind Assistance Grant Program” to meet the growing demand of in-kind assistance requests by local community organizations. Under this grant program, in-kind assistance does not include financial resources, but it may include providing City personnel, equipment or other services to:

- Promote Leon Valley as a destination for visiting shopping, and dining;
- Stimulate business and commercial activity in the City; and
- Serve a public purpose.

Applicants eligible to apply are non-profit organizations, charitable organizations, government entities, religious organizations, schools, or other tax-exempt organizations. Proof of organization status is required.

Grant applications are due:

- September 1<sup>st</sup> for events scheduled October 1 – December 1
- November 1<sup>st</sup> for events scheduled December 1- February 1
- February 1<sup>st</sup> for events scheduled March 1 – May 1
- May 1<sup>st</sup> for events scheduled June 1 – September 1

### Application Guidelines:

Applicants must submit a completed application along with supporting documentation. Incomplete applications will not be considered. All applications will be reviewed and scored by the In-Kind Assistance Grant Committee who will make recommendations to the Leon Valley City Council. The Leon Valley City Council will make all final decisions. Scoring is based on the following areas:

- (1) Qualifying organization/entity;
- (2) Outstanding debt with the City of Leon Valley, if any;
- (3) Generation of additional sales and tax revenues in Leon Valley;
- (4) Opportunity for community and visitor participation; and
- (5) Availability of requested City resources.

Applicants are eligible to apply only once from October 1 – September 30 of each year. Applicants applying for in-kind assistance for an annual event that was supported by a previous in-kind City assistance grant must submit a financial report indicating whether the previous event was profitable. All applicants that are awarded in-kind assistance from the City must return a completed “post event report form” within seven calendar days after the event. Delinquent post event reports will disqualify organizations from future in-kind services for one calendar year from date of event.

The In-Kind Assistance Grant Committee will update a list of City services eligible for in-kind assistance on a quarterly basis available at [www.leonvalleytexas.gov](http://www.leonvalleytexas.gov). This list will also include the fees associated with each in-kind service to help the applicant fill out the budget for the proposed event.



**Marketing Guidelines:**

Event sponsor signage or any promotional materials (brochures, website, advertisements, etc.) are required to include an approved City of Leon Valley logo with the [www.leonvalleytexas.gov](http://www.leonvalleytexas.gov) website below the logo. Contact the City Communications Office, (210) 684-1391 ext.253 for approval and logo.

**In-Kind Assistance Grant Committee:**

The In-Kind Assistance Grant Committee will meet within one week after the application deadline to evaluate, score and make a determination for approval or denial of assistance requests. All applicants will be notified in writing of the Committee's recommendations to the Leon Valley City Council. The Leon Valley City Council makes all final decisions.

**Application Instructions:**

Please complete the attached application form and provide the following documentation:

- (1) Proof of status (i.e. 501c3, non-profit, charitable, government, etc.);
- (2) Description of proposed event;
- (3) Budget for proposed event (must use format provided);
- (4) List of all in-kind assistance being requested; and
- (5) Marketing plan for proposed event, including identification and appropriateness of target audience.



**IN KIND ASSISTANCE GRANT APPLICATION**

<i>Organization Name</i>			
<i>Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
<i>Telephone Number</i>		<i>Mobile Number</i>	
<i>Type of Organization (Check all that apply)</i>			
<input type="checkbox"/> Non-Profit	<input type="checkbox"/> Government Entity	<input type="checkbox"/> Charitable	
<input type="checkbox"/> Religious	<input type="checkbox"/> Tax-Exempt	<input type="checkbox"/> School	
<input type="checkbox"/> Other (please specify)			

Please answer these questions.

- (1) Event Name, Date and Location
- (2) Event Set-up Date and Time
- (3) Event Breakdown/Clean-Up Date & Time
- (4) If event is a fundraiser, what will fundraising funds be used for?
- (5) List all other sources of funding for this event such as admission fee, donations, grants, etc.
- (6) Will your event allow the sale or consumption of alcohol? If yes, have you already obtained the proper state permits? Please attach copy of permits.
- (7) What benefits will the City of Leon Valley receive from this event?
- (8) Describe the in-kind services that you are requesting such as security, facility usage, electrical, booth set-up, stage set-up, clean-up, transportation, barricades, etc.
- (9) Has this organization or project previously received in-kind City services? If yes, please provide the details, including the monetary value of the resources.
- (10) If this is a second or third request for assistance, please tell us what's new, improved, expanded, or innovative about this year's proposed project compared to previous applications.
- (11) Who is your target audience for this project? Please be as specific as possible regarding your target audience and expected number of participants.
- (12) Please describe your specific plans to market and promote the proposed project.

Please attach the answers to the above-questions, the attached project budget and all other supporting documents and mail or hand-deliver to:

City of Leon Valley, Communications Department  
 6400 El Verde Rd.  
 Leon Valley, Texas 78238