



### 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 includes financial resources, such as the use of the facilities, it may include providing City personnel, equipment or other services to serve a public purpose.

\*Article 3, Section 52 of the Texas Constitution prohibits cities from making gifts of public funds to any individual, association, or corporation. However, as long as the expenditure is for a legitimate public purpose; in that the city or government will receive return consideration in order to determine whether a grant accomplished a public purpose; we must ensure that the expenditure is not for the benefit of private parties, that the city or government has control of the use of the funds, to protect the public's investment and to make sure we receive a returned benefit.

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.

**Please Note:**

City Council voted on September 4<sup>th</sup>, 2018, *“ to require a deposit, no longer waive cleanup cost, no longer waive security, and add a setup fee which would be same as the cleanup fee and do not waive the fee at the discretion of each application coming to Council”.*

Grant applications are due:

- September 1<sup>st</sup> for events scheduled **October 1 – December 31**
- December 1<sup>st</sup> for events scheduled **January 1 – March 31**
- March 1<sup>st</sup> for events scheduled **April 1 – June 30**
- June 1<sup>st</sup> for events scheduled **July 1 – September 30**

**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 to determine a *public purpose\**:

- (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 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.231 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 Grant Application**

6400 El Verde Road, Leon Valley, Texas 78238

PH: 210-684-1391 Ext: 231 Fax: 210-684-4476

Community Center

Conference Center

Please check all that apply:

<input type="checkbox"/> Non-Profit	<input type="checkbox"/> Religious	<input type="checkbox"/> Govt. Entity	<input type="checkbox"/> School	<input type="checkbox"/> Charitable	<input type="checkbox"/> Other (please specify):
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**Organization Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Event Coordinator: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Event Information**

Date(s) of Event: \_\_\_\_\_ / \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Assembly Date: \_\_\_\_\_ / \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Breakdown/Clean-up Date/Time: \_\_\_\_\_

Estimated Attendees: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Primary Audience: \_\_\_\_\_

If event is a fundraiser, what will fundraising funds be used for?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List all other sources of funding for this event such as admission fee, donations, grants, etc.:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.

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What benefits will the City of Leon Valley receive from this event?

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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.:

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Has this organization or project previously received in-kind City services? If yes, please provide the details, including the monetary value of the resources.

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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.

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Please describe your specific plans to market and promote the proposed project.

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Please attach all other supporting documents and mail or hand-deliver to:  
\*City of Leon Valley, Special Events Coordinator: 6400 El Verde Rd. Leon Valley, Texas 78238

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**FOR OFFICIAL USE ONLY**

APPROVED  DISAPPROVED

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Comments/Notes: \_\_\_\_\_

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**Post Event Form**

Within one week of the completion of the event supported by the In-Kind Assistance Grant, the applicant will provide a detailed report including the following documentation and information:

1. Documents illustrating the event planning process: Include any sample promotional information such as fliers, press releases, invitations, presenter and volunteer lists, event schedules and maps, evaluation forms, photo releases, and any other useful documents generated in the process.
2. Documentation of participants, activities, and participant evaluations: Include any photo- released digital images, video or print photographs, quotes or written statements from participants, copies of any photographs or articles resulting from media coverage of the event.
3. Post-event self-evaluation and summary of accomplishments: Include number of participants, number of volunteers, number and names of partnering organizations, self-evaluation of effectiveness in meeting stated goals, and other appropriate additional information.
4. Final Project/Event Budget: Include all actual event expenditures and all funding sources, including the in-kind received from the City of Leon Valley.

**Please submit the above information and all other supporting documents by mail or hand deliver to:**

City of Leon Valley  
Special Events Coordinator  
6400 El Verde Rd. Leon Valley, Texas 78238