



**The Hollywood Media District BID
2012 Official Grant Application and Guidelines**

The **Hollywood Media District BID**, established in 2000, is a non-profit initiative to manage and improve the environment of our business district with improvements and services. Qualified non-profit organizations/agencies in and around Hollywood may apply for grants following the guidelines herein.

The **Hollywood Media District BID** has established several broad categories of areas in which grant applications may be considered.

These categories include:

- Cultural, economic, educational, health, recreational, social and aesthetic quality of life.
- Historic preservation.
- Volunteer motivation and leadership development.
- Youth and seniors.

In 2010-11, the grant awards ranged up to \$2500.

Grants will NOT be considered for the following purposes:

1. Endowments
2. Annual campaigns, dinners, event tickets and other fundraising activities
3. To pay obligations or to replenish resources used to pay for such purposes
4. Routine operating expenses
5. Private foundations
6. Professional, fraternal, political, religious, veterans, military

In Order To Qualify:

Limitations

- An organization may submit only one request per year.
- At the discretion of the Board, organizations who have been funded previously have no guarantee to be funded in the current year.
- Applicant must be exempt from income taxes under section 501 (c)(3) of the Internal Revenue Code and not classified as a private foundation.
- The applying organization must not discriminate in hiring of staff, selecting volunteers or providing services on the basis of race, color, creed, religion, ethnicity, ancestry, national origin, sex, age, marital status, sexual orientation, gender identity, disability, or veteran status.



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Application

Proposals from qualified organizations must be **submitted by April 1, 2011** to the **Hollywood Media District BID** at 1304 North Highland Avenue #200, Hollywood, CA 90028. The Board of Directors will consider applications received at the next possible meeting. Applicants ARE NOT to contact members of the Board of Directors nor are they to submit more than one (1) proposal.

Incomplete Official Grant Applications will not be considered.

Applicants are to submit one (1) original and two (2) COPIES of their ENTIRE original proposal along with a cover letter typed on the organization's letterhead and signed by the Board Chair or other Board officer authorized to sign for the organization.

Attached to the Official Grant Application Form shall be:

1. An Internal Revenue Service letter confirming the organization's tax-exempt status.
2. A list of the members of the organization's governing body. (Include a biographical sketch of each board member's diversity describing the member's non-profit and civic affiliations.)
3. A complete financial statement for the most recent fiscal year and a copy of the organization's most recent IRS form 990 if required by IRS.
4. The organization's budget for the current and preceding fiscal year.
5. A one page detailed income and expense budget for the project, including all sources of support (cash and in-kind) secured and/or anticipated.
6. A current annual report or statement of program activities.



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2012 OFFICIAL GRANT APPLICATION

Date _____

Agency or Organization Name: _____

Contact Person/Title: _____

Street Address: _____

Mailing Address: _____

Phone: () _____ - _____

Briefly describe the service mission of the Agency or Organization:

Application Summary:

Amount Requested: \$ _____

Total Cost of Project: \$ _____

Category (See Guidelines): _____

A. Briefly describe the project or program to which the requested funds will be applied:

B. Number of people/families this project proposes to serve? _____

What percentage of people/families this project proposes to serve live in the Hollywood area? _____

C. List grants previously requested/received from the **Hollywood Media District BID**:

YEAR	FUNDED	NOT FUNDED
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

D. Enclose a one page detailed income and expense budget for the project or program for which funding is sought. Please indicate all potential sources of support (cash and in-kind) and any funds secured at the time of application.



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Application Instructions

1. Return original application with two (2) complete copies and all attachments to the offices of the **Hollywood Media District BID** by **April 1, 2011**.
2. Read the 2012 Guidelines for Grant Applications and enclose all documents requested by the guidelines.
3. Use only the Official 2012 Grant Application form. Do not add additional pages to the Grant Application form other than those specifically requested.
4. Agency or Organization may submit only one (1) grant proposal per calendar year.
5. **Incomplete Grant Applications will not be considered.**

Grant Application Checklist:

Please submit one (1) original and two (2) copies of the following:

- 2012 Official Grant Application
- Signed cover letter
- IRS tax-exempt status letter
- List of Agency or Organization Board members with biographical sketch
- Financial statements for most recent fiscal year
- IRS 990 form (if required by IRS)
- Agency or Organization Budget for the current and preceding fiscal year
- One page detailed income & expense budget for project, including all sources of support (cash and in-kind) secured and/or anticipated.
- Current annual report or statement of program activities