

CITY OF PRESCOTT ACKER TRUST

GRANT APPLICATION GUIDELINES

Fiscal Year 2018

1. Application materials are now available for Fiscal Year 2018 (July 1, 2017 to June 30, 2018). Applications may be obtained online (download from PDF) or at the Recreation Services Office, 824 E. Gurley St., Prescott, AZ 86301. Please call Patti Crouse at 928-777-1556 with questions.
2. Deadline for all application materials for Fiscal Year 2018 will be 4:00 P.M. on Friday, March 3, 2017. Incomplete applications, including missing attachments, will not be considered. Completed applications must be returned to this address:

CITY OF PRESCOTT- RECREATION SERVICES
ACKER TRUST BOARD
824 E. Gurley St.
PRESCOTT, AZ 86301

3. It is considered desirable that applying agencies identify where non-Acker funds are available or are being sought. Acker Trust may fund a project in part, or in its entirety, at the discretion of the Board. Those organizations which have established a history of successful activities will be given a higher priority.
4. To be eligible, ALL agencies wishing to apply must be incorporated in the State of Arizona and recognized as a non-profit (501-C 3 status) by the IRS prior to application deadline of March 3, 2017. The (501(c)(3) cannot be pending. Include a copy of your IRS 501(c)(3) letter of nonprofit status determination.
5. To be considered for a grant, the application must include the following items:

Funding requests for less than \$5,000:

- A completed City of Prescott Acker Trust Fund Application
- A copy of IRS 501(c)3 letter of nonprofit status
- A project budget for the funds being requested (use attached form).
- A one page balance sheet. Additional documents may be requested.

Funding requests for more than \$5,000:

- A completed City of Prescott Acker Trust Fund Application
- A copy of IRS 501(c)3 letter of nonprofit status

- A project budget for the funds being requested (use attached form)
 - Most recent Corporate Tax Return (IRS Form 990)- first two pages. If your organization is exempt from this requirement please provide an IRS 990-N E-filing receipt or proper documentation
 - A one page balance sheet. Additional documents may be requested
6. The City of Prescott's Acker Trust Board requires an evaluation and financial report within 60 days after the completion of each funded project. Organizations not in compliance with this requirement may not be considered for future funding.
 7. **Only funding requests meeting the criteria set by the August 7, 1959, Court Decree which settled Mr. Acker's estate will be considered. (See attached.)**
 8. It is mandatory that the applicants appear at the Acker Trust Board meeting when applications are being considered, for a five-minute oral presentation to the Board. Organizations not represented at this meeting will not be considered. It is the responsibility of the applicant organization to confirm the presentation date by contacting Recreation Services staff at 777.1556 or the address listed in Item 2 (an approximate time table is attached).
 9. All materials (posters, flyers, programs, etc.) pertaining to funded projects must list the City of Prescott's Acker Trust as a funding source. The acknowledgement of the City of Prescott's Acker Trust should be obvious to all who read the materials. Recipient organizations should also endeavor to ensure that news accounts contain acknowledgement of City of Prescott's Acker Trust support.
 10. Should funds, for any reason, not be utilized as requested and stated in the application for the Acker Trust Grant, those funds must be returned to the City of Prescott's Acker Trust Board within 60 days.

Criteria for Application
and use of
CITY OF PRESCOTT'S
ACKER TRUST ASSETS

J.S. Acker Will

The Superior Court Decree of Distribution dated August 7, 1959, which settled the Estate of J.S. Acker and established what is now known as the Acker Trust, is the controlling legal document for conduct of the Trust. It states the Trust is for *"purposes of improving and perpetually maintaining parks and for the purpose of promoting music, all for the use and benefit of the public."*

Some further guidance as to Mr. Acker's intent can be found in his Will of March 25, 1949. After describing two tracts of land he left specifically for parks, Mr. Acker states, *"I give to the City of Prescott... for the use of our people, the children in particular."*

Paragraph six of his Will states: *"All the residue of my estate, after payments as above set forth, together with expenses incident thereto and administrators fees, I give to the City of Prescott, to be used for parks and for promotion of music particularly for children."*

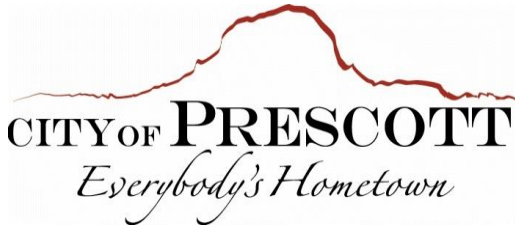
His instructions to his Administrators further state, *"As funds are realized from the Estate, you can apportion and spend such moneys for the improvement of said parks and for the promotion of music in the City Schools or otherwise in advancement of musical culture in the community."*

Opinions of three past City Attorneys indicate that funds are restricted to use by residents of the City of Prescott. Funds for parks are limited to capital expenditures and maintenance of those items purchased with Acker Trust funds, while funds for promotion of music are not limited to capital expenditures.

TIMELINE FOR APPLICANTS

Acker Grant Fiscal Year FY2018

Date	Action
Dec. 9, 2016 (on or before)	Applications Available and can be downloaded from the Recreation Services website: www.cityofprescott.net/services/parks/admin.php or picked up at 824 E. Gurley St, Prescott, AZ 86301, or call Patti Crouse at 777-1556 for more information.
March 3, 2017	Application Deadline - Turn in applications at 824 E. Gurley St., Prescott, AZ
March 22, 2017	Presentation Meeting - Applicants must present their proposal to the Acker Trust Board (Location to be determined)
Apr. 19, 2017	Distribution Meeting - Acker Trust Board reviews and votes on distribution of funds to applicants.
Apr. 21, 2017 (on or after)	Board Recommendation letters will be sent to applicants through Recreation Services staff.
July 18, 2017 (on or after)	City Council reviews Acker Trust Board recommendations and vote
July 25, 2017 (on or after)	Council approval letters will be sent to applicants through Recreation Services staff.
Funding:	Funds will be dispersed upon completion of grantee's program. A request letter must be submitted
Note:	Dates are approximate and it is the applicant's responsibility to confirm deadlines and presentation dates, which are applicable to them.



Received date: _____

CITY OF PRESCOTT
ACKER TRUST FUND

FY 2018 GRANT APPLICATION (July 1, 2017 to June 30, 2018)

Name of Organization _____

Mailing Address _____

City, State, ZIP _____

Person to Contact _____

Daytime Phone # _____

Email Address _____

1. Provide a one sentence description of the project for which Acker funds are being sought:

2. Funding request: \$ _____

3. Brief History and Background of your Organization (300 words or less):
(You may attach a separate page)

4. Primary goals and objectives:

5. How many Prescott schoolchildren do you anticipate your program will serve?

6. Organization Profile (Describe your organization and how it serves the community):

7. Previous Funding (If your organization received previous funding from the Acker Fund, please describe the project. What project goals were achieved? Who were the participants? What was the total in attendance? (Summarize how the funds received assisted the organization.)
8. Describe the project to take place with the assistance of Acker Trust Funds.
9. What activities will take place? What age groups will be targeted?
10. How will you ensure that Prescott will benefit from Acker funding?
11. What steps did you follow in determining a need for this program?
12. Evaluation: What methods will you use to evaluate the success of this project?

Note: The following material is to be submitted with all grant applications. No material will be accepted after the grant deadlines and incomplete applications and material will not be considered.

Compliance Checklist:

Funding requests for less than \$5,000:

- Grant Application
- 501(c)(3) or statement on letterhead stating the organization is either a municipality, public school, or Indian Tribe
- Project Budget (use attached format)
- A one page balance sheet. (Additional documentation may be requested)

Funding requests for more than \$5,000:

- Grant application
- 501(c)(3) or statement on letterhead stating the organization is either a municipality, public school, or Indian Tribe
- Project Budget (use attached format)
- A one page balance sheet. (Additional documentation may be requested)
- The first two pages of the most recent Corporate Tax Return (IRS Form 990), or in the event that organization is exempt, please provide an IRS 990-N E-filing receipt or proper documentation

ORGANIZATION INFORMATION

Project Director: _____

Email Address _____

Mailing Address: _____

City, State, ZIP _____

Daytime

Phone# _____

Signature of Project

Director _____

Authorizing

Official _____ Title _____

Email Address _____

Address _____

Daytime

Phone # _____

Signature of

Authorizing Official _____

PROJECT BUDGET FOR:

 Organization Name

FUNDING	
Earned Income	
1. Admissions	
2. Contracted Services	
3. Other Revenue	
Support: (Contributed Income)	
4. Corporate Sponsors	
5. Foundations Grants	
6. Private Contributions	
7. Governmental Support (Identify source)	
a) Federal:	
b) State:	
c) City or County:	
8. Applicant Cash	
Total Existing Funding: (lines 1 thru 8)	
Grant Amount Requested:	
TOTAL FUNDING:	
EXPENSES:	
9. Personnel / Staff (include salary and benefits)	
a) Administration	
b) Artistic	
c) Technical / Production	
10. Outside Fees and Services (provide details)	
a) Artistic	
b) Development	
11. Product Expenses	
12. Rental Expenses	
13. Promotion	
14. Other Operating Expenses	
Total Project Cost: (lines 9 thru 14)	
Note: "Total Funding" should equal "Total Project Cost"	