



# APPLICATION FOR PROJECT FUNDING

YOUTH & FAMILY AFFAIRS COMMITTEE

CITY OF LAWTON, OKLAHOMA

## PROGRAM REQUEST PARAMETERS

BEFORE FILLING OUT THE APPLICATION AND SUBMITTING, PLEASE READ THIS DOCUMENT IN ITS ENTIRETY. IT WILL ASSIST YOU IN FILLING OUT THE APPLICATION.

***Qualified applicants: To apply for funding consideration through this program from the City of Lawton, the entity/group sponsoring the program and requesting funds should be an exempt organization as described in Internal Revenue Code §501(c)(3) OR should be sponsored by such an organization. For assistance, please contact the YFAC: [tammy.branstetter@lawtonok.gov](mailto:tammy.branstetter@lawtonok.gov).***

### **WHO is the YFAC?**

Thank you for your interest in the goals of the City of Lawton's Youth & Family Affairs Committee (YFAC). The chief objective of this Committee is stated in the ordinance that created the group:

*There is hereby created a committee for the purpose of addressing issues relating to the youth in the community, with the goal of helping the City's "at-risk" youth, to include identifying opportunities for the community's at-risk youth to develop life and career enhancing skills and thereby help them to avoid involvement in the criminal justice system. This Committee shall be known as the "Youth and Family Affairs Committee".*

The ordinance also directs that the YFAC will:

*... identify and make recommendations to the City Council on issues of concern relating to the youth of our community, with the focus on identifying ways to help the city's at risk youth succeed, to include but not limited to: (1) staying in school, and (2) staying active in programs that foster youth development, all with the goal of preventing youth involvement in crime and helping the city's*

*youth develop into productive adults.*

The ordinance specifies that the YFAC may recommend only programs or activities that are academic and non-athletic related activities and life skills. Any programs recommended to the City Council for approval must reflect how they will make an impact, and must be accompanied by measurable criteria.

Application process:

Applicant must attend a pre-application training by the Internal Auditor. This training will cover application and approval timeline, budget preparation, financial documentation standards, compliance expectations and allowable expenditures.

Application and supporting documents needed to complete the application can be found on the City of Lawton's website under the City Clerk's page. Documents include:

1. YFAC Application Form (Fillable Word document or Fillable pdf)
2. 40 Developmental Assets (Application Resource)
  - Applicants will choose from this list when filling out the application.
3. Current Organization Operating Budget Form (Excel)
4. Scoring Rubric for Grant Applications
  - Used by the YFAC to assist in selecting a program for funding.
5. Sample Support Agreement
  - Each approved organization will be required to sign and adhere to the conditions listed in the agreement

Applications requesting consideration by the YFAC for funding must:

1. Focus on at-risk youth
2. Provide opportunities for life and/or career enhancing skills
3. Demonstrate how the program will help at-risk youth succeed by:
  - a. Increasing the percentage of youth that stay in school
  - b. Increasing the percentage of youth that stay active in programs that foster youth development
  - c. Otherwise prevent youth involvement in crime and help the youth develop into productive adults
4. Provide academic or other non-athletic related activities and life skills
5. Describe how data will be collected to provide measurable outcomes that meet the requirements of the ordinance.

**\*\*\*The application and budget form require full completion. Please include a narrative with your application that addresses all of the summary points listed above, and specifically answers how your proposed program will fit within these parameters.**

**\*\*\*\*COMMITMENT:** By submitting an application, you agree that at least one member of your organization will attend required training on program outcomes. The YFAC will provide training along the guidelines set forth by the Search Institute of America in its 40 Developmental Assets documents.

If you have questions about completion of the application, you may contact Tammy Branstetter, Senior Deputy City Clerk via email at [tammy.branstetter@lawtonok.gov](mailto:tammy.branstetter@lawtonok.gov). Please include a phone number if you would like to speak to her or any other member of the Committee in person.

Before you submit, please check to be sure your application is complete and includes all items listed on the checklist.

### **APPLICATION SUBMITTAL**

One (1) hard copy of the application and all supporting documents must be received by the City Clerk's Office no later than 5pm on the last day of the application period. The application period is the 1<sup>st</sup> business day in December to the last business day in January. Incomplete or late applications WILL NOT be considered.

Applicant may hand deliver or mail application packet to the Youth and Family Affairs Committee, c/o Lawton City Clerk, 212 SW 9<sup>th</sup> St., Lawton, Oklahoma 73501. The City Clerk's office is located on the second floor on the south side of City Hall just outside of the elevator (at the above address).

### **ADDITIONAL INFORMATION FOR APPLICANTS:**

**Budget.** All grant applicants must submit a comprehensive program budget as part of the application process. The budget must outline all anticipated program expenses, including but not limited to operational costs, personnel, materials, and overhead. The City reserves the right to request additional documentation or clarification regarding any budgeted items. Any discrepancies between the submitted budget and actual expenditures may result in a reduction or denial of reimbursement.

**Grant Matching Requirements.** The grant follows a graduated matching funds structure over a three-year period. In the first year, applicants are required to provide 20% of the program's total cost, with the grant covering up to 80% of eligible expenses. In the second year, applicants must provide 40% of the program's total cost, with the grant covering up to 60%. In the third year, applicants must provide 60% of the total program cost, and the grant will cover up to 40%. This graduated structure encourages sustainability and reduced reliance on city funds over time.

**Reimbursement-Based Disbursement.** All grants are disbursed on a reimbursement basis only. Recipients must submit detailed claim forms, accompanied by verifiable proof of purchases (such as receipts or invoices), to receive reimbursement for incurred expenses. Advance payments will not be provided under this program. Failure to provide adequate documentation may result in denial or delay of reimbursement.

**Annual Funding Cap.** The maximum grant awarded to any applicant is limited to \$35,000.00 per fiscal year, regardless of the total program cost or the applicant's ability to raise matching funds.

**Salary and Wage Limitations.** The portion of grant funds used to pay salaries or wages for program staff shall not exceed a pre-determined percentage of the total program cost. This percentage shall be set by the City at the time of application, based on the nature of the program

and the total amount of the grant request. The purpose of this limitation is to ensure that the majority of grant funds are used for direct program expenses and services.

**General Accounting Standards.** All applicants for grant funding shall adhere to generally accepted accounting principles (GAAP) as defined by the Governmental Accounting Standards Board (GASB) or other relevant governing bodies. Grant recipients shall maintain accurate and complete records of all transactions related to the use of grant funds for a minimum of five (5) years following the end of the grant period and shall make all records available for inspection upon request by the City of Lawton.

**Limitation on Cash Use.** Grant funds shall not be used for cash-based transactions, except in cases where non-cash payment methods are demonstrably impractical or unavailable. Any cash transaction must be fully documented with receipts and a clear statement of purpose, demonstrating the necessity of cash use.

**Site Visit.** Each program applying for funds, if the application is initially approved by the YFAC, agrees to host a site visit at an appropriate location designated by the Applicant. The Applicant will ensure that as many program administrators as possible attend the meeting, and to conduct an overview of how the proposed program will work. After initial funding, subsequent site visits may be conducted and the applicants should be prepared to provide testimonials and participation by at risk youth assisted through the program funded by the City.

**Performance Report.** Each program/organization receiving funds under this application must complete an annual report, or partial annual report for years in which less than a full year is represented by funding) to the YFAC by July 30 of any year in which funding is received. The annual report will be in such format as determined appropriate by the YFAC and the Lawton City Council, but shall include data reflecting how funds were used, the results, the numbers served, and the outcomes. Outcomes must be sufficient to merit further funding consideration.

**Annual application process.** Funds available for distribution to organizations/programs must be applied for annually. Those programs funded in the initial year or any subsequent year may be provided an abbreviated application process, if their annual performance report reflects significant achievement of approved goals, as stated in their application for the performance year prior to the year in which subsequent funding is sought. It is the intent of this YFAC to continue to support programs which are funded by the City of Lawton through this application process, when goals are achieved and significant progress is documented; HOWEVER, any future funding is contingent upon approval by the Lawton City Council, and will depend upon availability of funds, and the number of approved applications, which may vary from year to year.

**Other Funding Opportunities.** Each program seeking/receiving funds from the City of Lawton through this application process is strongly encouraged to identify other funding opportunities to ensure continuity and sustainability in future years. Successful performance is not a guarantee of continued funding, which depends on factors identified above. No applicant shall be eligible to receive funding from more than one city program, fund, or grant source within the same fiscal year. Applicants are required to disclose any additional sources of city funding received or applied

for during the current fiscal year.

**Outstanding Financial Obligations.** Applicants with outstanding debts or financial obligations to the City of Lawton, including unpaid taxes, fines, or fees, are ineligible to apply for or receive grant funding until such obligations are fully resolved.

**Required Training.** By submitting an application, each program seeking/receiving funds from the City of Lawton through this application agrees to send at least one of their funded program administrators to outcome based training sessions provided by or through the YFAC.

**Sanctions for Misuse of Funds and Noncompliance.** Misuse of funds, submission of fraudulent claims, or failure to comply with audits will result in severe penalties. Penalties may include disqualification from future funding, demands for reimbursement of improperly used funds, and referral for criminal prosecution as allowed by law. Any irregularities found in audits or failure to provide requested documentation may result in immediate termination of funding and potential legal action.