



**City of Citrus Heights  
ECONOMIC DEVELOPMENT  
SUPPORT FUND PART I  
Application**

Submit Application to: City Manager's Office  
Attn: Meghan Huber, Economic Development Manager  
6360 Fountain Square Drive  
Citrus Heights, CA 95621

Phone: (916) 725-4745

Fax: (916) 725-5799

**PROCESS**

The City of Citrus Heights provides limited funding for business associations, organizations and other efforts that will improve economic development as described in the program goals and application criteria.

This application form is to be used for General Fund support for a specific economic development related project, program or event. Requests for Community Development Block Grant (CDBG) Funding, Community Support funding or non-General Funds use a separate application form. For information on the timeline and process for these programs, contact:

Community Support Program – City Manager's Office, (916) 725-2448  
Community Development Block Grant – Housing & Grants, (916) 725-2448

The City of Citrus Heights accepts these applications on a rolling basis but may create defined funding cycles if needed.

Applications at \$5,000 or less are considered at the City Manager's discretion. Applications over \$5,000 will be considered by the City Council. The Council may refer the request to a Council Committee for a review and recommendation. The Council and/or any Council Committee will assess the application based on the responses to the questions listed in Part Two of this application. The Council requires that these funding decisions be made in a regular or special Council meeting. In the event an application is made for Economic Development Support Funds that is suited for other funding sources (e.g. federal CDBG funds, Community Support) the Council may defer action and refer the applicant to the alternative funding source.

***Note: Submission of application is not guarantee of funding. Upon the submittal of application, applicant must provide supporting documentation as described in the application. The City reserves the right to ask for addition information as part of the review process. If funding is approved the applicant will be contacted by the City. Incomplete applications may be disqualified from consideration. City funding may not be used for the purpose of providing stipends to elected officials.***

Please refer all questions regarding this application to Meghan Huber, Economic Development Manager at (916) 725-4745 or [mhuber@citrusheights.net](mailto:mhuber@citrusheights.net).

## APPLICATION FOR ECONOMIC DEVELOPMENT SUPPORT FUND – PART I FUNDING

### *Part One – General Information*

<b>Organization Name:</b>		<b>Project Name:</b>	
Address:			Phone:
			Website:
Contact Person (Name/Title):			Phone: Email:
<b>Amount of Funding Requested:</b>			

### *Part Two – Project Specifics*

- 1) **PROJECT DESCRIPTION.** Provide a brief and clear description of your project, including but not limited to: dates, time period, etc. (no more than 2 pages, typed).
  - Identify if your request is for a grant or sponsorship. If your request is for a sponsorship, clearly outline the specific, concrete benefits to the City.
  - If the city has provided funding for your project in prior years, please indicate the date of previous applications/requests, the name of the project, description of what the funds were used for, and the dollar amount that was funded.
- 2) **PROGRAM PURPOSE.** Describe which of the following program objectives your project meets. More than one project objective may be identified.
- 3) **PROJECTED OUTCOME/BENEFIT.** What is expected to result from this project? Describe how an accurate record of this was obtained and will be maintained. Also, using the objectives listed in #2 above; describe how the proposed program, project or event is providing a benefit to the City/community? (no more than 1 page, typed).
- 4) **LEVERAGING OF FUNDS.** What is the total project cost? How much of this is the City being asked to fund? Does your organization have any other funds or funding commitments to assist in financing the project?
- 5) **SUSTAINABILITY.** In almost all cases the City's support of an outside organization should be considered a temporary or one-time commitment. Does your organization or event have a plan to become financially self-sustaining?
- 6) **SCHEDULE.** Provide a schedule indicating when funds will be needed, when the project is to be implemented, and when it will be completed.

*By signing this document, I certify that I will only use the City funds for what has been outlined in this application.*

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

**Date:** \_\_\_\_\_

**\*If approved, the applicant must provide a summary of the award, no later than 30-days after the end of the program, project or event.**

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