



# Community Development Stipend Program

## *Supporting Community Organizations*

An initiative of Mayor Elinor Carbone

Thank you for your interest in the Community Development Stipend Program. This program was initiated in 2015 with the goal of supporting community organizations that make a positive impact in the City of Torrington.

A total of \$10,000 has been budgeted for this program and will be allocated in grants to the various organizations whose applications are approved. Funding is available to organizations in the City of Torrington who have a need to fund a specific project, program or initiative. Applications will be reviewed and scored by a committee consisting of the Mayor's Office and the city Treasurer. Applications will then be reviewed by the Small Cities subcommittee of the City Council before being approved by the full council.

Completed applications are due to the Mayor's Office by **Monday, November 14<sup>th</sup>, 2016**. Should you have any questions, please contact Tim Waldron in the Office of the Mayor at 860-489-2228, or via email at [tim\\_waldron@torringtonct.org](mailto:tim_waldron@torringtonct.org) .



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### Program Application

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

Date Received: \_\_\_\_\_ (Office Use Only)

Organization: \_\_\_\_\_

Main Point of Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Address of Organization: \_\_\_\_\_

Email: \_\_\_\_\_

Is the organization a Non-Profit \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, please attach appropriate 501c3 paperwork

Amount Requested: \_\_\_\_\_

Years in operation: \_\_\_\_\_

Requests for funding should be project specific. Awards will not be made for operating expenses.

Please answer the following questions. Questions may be submitted on separate sheets as necessary.

1) Describe the goals or mission of your organization:

2) Problem Statement: Describe the problems that need to be solved through the project. Support the problem with statement of evidence.



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- 3) What is the amount of funding you are requesting for this project?
- 4) Objective: State a specific measurable outcome of the project.
- 5) What groups or populations will benefit from this project?
- 6) What other funding sources could be used for this purpose?
- 7) Please list, if any, partnering civic groups or non-profit organizations involved with this use:
- 8) What other funding sources would be used for this purpose:



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- 9) What is the governing body of the organization? Please attach list Board of Directors, Executive Committee, Leadership Team, etc.
  
  
  
  
  
  
  
  
  
  
- 10) Please list any funding received from the City of Torrington within the past 3 years.
  
  
  
  
  
  
  
  
  
  
- 11) What is the timeline of the project requested to be funded? (Project timelines should be < 1 year)
  
  
  
  
  
  
  
  
  
  
- 12) How will this project benefit the City of Torrington as a whole?
  
  
  
  
  
  
  
  
  
  
- 13) Please attach a budget of costs related to the objectives.



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14) Please describe or attach any supporting documentation or narratives as necessary.

15) The following documents are needed to process your application:

- a. Project budget
- b. 501c3 certification (If applicable)
- c. Non-Discrimination Policy
- d. Completed application form
- e. Board of Directors listing (with contact information)



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### Community Development Stipend Calendar

Applications available: October 14<sup>th</sup>, 2016

Applications due to City of Torrington: November 14<sup>th</sup>, 2016

Notice of award: December 6<sup>th</sup>, 2016