



The City of Carlisle Chamber of Commerce established the Chamber Community Betterment Fund (CBF) Grant Program in 2014 for the purpose of providing grants to the Carlisle community for betterment projects. This program is funded by proceeds from Chamber dues and sponsored activities. All Carlisle community non-profit and for-profit businesses and organizations are eligible to receive grants.

Organization Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ FAX \_\_\_\_\_

Project Name \_\_\_\_\_

Project Location \_\_\_\_\_

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

1) Please provide a detailed description of your project.

2) Please discuss how this project contributes to the betterment of City of Carlisle.

3) Please provide a detailed timeline for the completion of this project.



4) Please provide a detailed budget for the project. List vendors you intend to use (attach copies of bids from vendors for this project).

5) List any sources of additional funding.

6) What will happen to this project if you do not receive funding from a Chamber CBF Grant?

7) If your request cannot be fully funded, would you accept a less amount?

**Sign, date and return this application to the City of Carlisle Chamber of Commerce by November 30, 2017. Grant award winners will receive notification by letter and awards will be made public at the Chamber's Annual Meeting in the first quarter of 2018.**



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Project Coordinator

Date

## **Carlisle Chamber Community Betterment Fund Grant Program Rules and Guidelines**

### **TIME LINE**

***Sign, date and return this application to the City of Carlisle Chamber of Commerce by November 30, 2014. Grant award winners will receive notification by letter and awards will be made public at the Chamber's Annual Meeting in the first quarter of 2015.***

### **RULES AND GUIDELINES**

1. All projects must be within Carlisle and directed by a Carlisle business or organization.
2. Projects must focus on for betterment projects.
3. Betterment Grants can be applied for in any amount up to the total amount of the fund.
4. All projects must be completed within the calendar year in which the Chamber CBF Grant was awarded. Only on rare occasions may extensions be granted. Any request for project extensions must be submitted in writing specifying a new time line for the project and the reason for the delay by October 1st, of the year the Chamber CBF grant was awarded.
5. Moneys will be distributed on a reimbursement basis only once a project is completed and a Project Completion Report is submitted with copies of paid invoices.
6. Matching funds are encouraged, but are not required. Projects which include some form of matching may be looked at more favorably.
7. All Chamber CBF Grant Recipients Will be assigned a member of the committee as their lead contact throughout the year. Grant recipients are expected to update their lead contact as requested by the committee.
8. Chamber CBF Grants will be awarded at the discretion of the committee. The committee is not obligated to award any or all of the available funds. Any unused funds will remain in the fund and rolled into the available funds for future years.

### **APPLICATION GUIDELINES**

1. Chamber CBF Grant applications will only be accepted at the Carlisle Chamber of Commerce by November 30<sup>th</sup>. Completed applications can be given to Barbara Rasko. Nominations will be reviewed at the first of the year and the award will be announced at the Chamber's Annual Meeting in the first quarter of the new year.
2. All Chamber CBF applications should be typed. If necessary, applicants may attach additional sheets.
3. Applicants must submit six copies of their application.
4. All application questions must be answered. Incomplete applications will not be considered.
5. Applicants may be asked to meet with the committee to discuss their application.
6. If you have any questions, contact Barbara Rasko, Executive Director for the Carlisle Chamber of Commerce at 515-402-1008.