



## **American Street Empowerment Zone One Time Capital Grants**

### **Background**

The American Street Empowerment Zone and the Philadelphia Department of Commerce have made available grants of up to \$15,000 to support nonprofit organizations that serve American Street Empowerment Zone residents. These One Time Capital Grants are being offered to prevent crises that would limit the ability of organizations to provide much-needed services to the American Street Empowerment Zone community.

The resources are being offered through the Philadelphia Empowerment Zone's Neighborhood Funding Stream (NFS) program. As a signature project, the NFS was established in 2004, by members of the Philadelphia Empowerment Zone Community Trust Boards, an advisory board to the City of Philadelphia. The Community Trust Boards located in the American Street, North Central, and West Philadelphia Empowerment Zone neighborhoods will make grants focusing on economic and community development projects in the Philadelphia Empowerment Zone neighborhoods.

The mission of the NFS is to support sustainable community and economic development efforts in the Philadelphia Empowerment Zone neighborhoods. The NFS contributes and facilitates a healthy, self-sufficient, and safe environment by providing amenities to increase the economic opportunities to the Philadelphia Empowerment Zone community, specifically residents and businesses. The NFS enables community stakeholders to address the neighborhood challenges by sustaining their role as change agents in the EZ neighborhoods. As one particular avenue of funding, the NFS is designed to support economic development in community, which is the primary goal of the Philadelphia Empowerment Zone. As a community fund, the NFS will contribute to economic development initiatives by funding community-based activities, solidifying community networks, and encouraging city-wide collaboration.

### **Program Guidelines**

The One Time Capital Grants are available for a one-time expense. The resources can be used for replacement, repair, or improvement of facilities, existing equipment, or basic systems. Examples of eligible projects include but are not limited to: repair of broken heating systems, emergency plumbing and electricity repair, and replacement of crashed computer systems.

Applicants must be in "good standing" with the Neighborhood Funding Stream and the City of Philadelphia (i.e. If applicable, submitted all required reports, have complied with contracts, tax compliant, etc.) and demonstrate financial need.

The maximum award amount is \$15,000. The ASEZ may be willing to cover 100% of the cost, but the organizations that have secured other resources will receive preference for funding. While the purpose of these funds is to effectively address emergency situations, we will also consider requests that address crucial projects included in the agency's deferred maintenance plan that are not yet emergency in nature.

Please note if the request is for replacement of equipment (i.e. furnace, air conditioning unit, water heater,

etc.) the agency is required to replace the equipment with energy-efficient models qualified by ENERGY STAR or other relevant energy efficiency rating.

### **Eligibility**

One Time Capital grants will be made available to non-profit 501c3 agencies located in, or in close proximity to, the American Street Empowerment Zone (see attached map), and can demonstrate that a majority of the clients they serve live in the American Street Empowerment Zone. Agencies must demonstrate how their mission benefits the residents of the American Street Empowerment Zone.

To apply for a One Time Capital Grant, a written request (no more than two (2) pages) containing the following information must be submitted to the Philadelphia Department of Commerce:

- Statement of how the agency meets geographic eligibility requirements (i.e. located within the American Street Empowerment Zone, number of clients serve that reside within the American Street Empowerment Zone boundaries);
- Statement of how the agency meets the needs of American Street Empowerment Zone residents;
- Description of the project and an explanation of how the agency will be better able to serve the American Street Empowerment Zone community when the project is completed;
- Details about the project including who will provide the work and project timeline; and,
- Information about other sources of funding that have been committed or solicited to resolve the emergency situation.

Please also provide:

- Attached Cover Sheet ;
- Itemized project budget with description of the work and costs;
- Organizational budget for the current fiscal year;
- Copies of two (2) bids for the cost of the work;
- The agency's deferred maintenance plan, if applicable;
- Copy of IRS 501c3 designation letter; and,
- Documentation that the organization is tax compliant (i.e. water, sewer, etc.) **Please complete attached tax certification document (Attachment 1).**

Please note that the following requests and/or organizations will not be considered:

- Schools
- Places of worship
- Debt repayment
- Payroll
- Any expense of a recurring nature (i.e. copier lease agreements, rental costs, etc.)

**How to Apply**

Please submit written requests in an email to Sara Lepori at [sara.lepori@phila.gov](mailto:sara.lepori@phila.gov). Use subject line: ASEZ One Time Capital Grant Application. Please include all of the information requested in the guidelines above and attach project budget, project bids, and organizational budget documents.

Applications will be reviewed and awarded on a rolling basis. The total amount of funding available is \$145,000.00. Requests will be received until the funds are committed or until **April 30, 2015**. The Philadelphia Department of Commerce will attempt to provide a response within two weeks of the request. If funds are granted, the Philadelphia Department of Commerce will send a letter of commitment, and funding will be released after the agency submits invoices or receipts for completed project work. For emergencies, we expect that the agency will resolve the emergency situation within thirty (30) days of receiving the commitment letter. Grant awards must be spent on or before June 30, 2014.

Please feel free to contact Sara Lepori with any questions:

Sara Lepori  
1515 Arch Street, 12<sup>th</sup> Floor  
Philadelphia, PA 19102  
215.683.2045  
[sara.lepori@phila.gov](mailto:sara.lepori@phila.gov)





**PROGRAM NAME: ASEZ ONE TIME CAPITAL GRANT APPLICATION**  
**APPLICANT INFORMATION**

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person & Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext. \_\_\_\_\_ Email: \_\_\_\_\_

EIN #: \_\_\_\_\_ Business Privilege #: \_\_\_\_\_

City Tax #: \_\_\_\_\_ DUNS#: \_\_\_\_\_

Executive Director: \_\_\_\_\_ Website: \_\_\_\_\_

**PROPOSAL INFORMATION**

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

Project Location (address or blocks): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ City Council: \_\_\_\_\_ Census Tract: \_\_\_\_\_

Project Description:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Project Budget: \_\_\_\_\_ Amount Requested: \_\_\_\_\_ Projected Jobs to be Created: \_\_\_\_\_

Signature of Executive Director: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Signature of Board Chair: \_\_\_\_\_ Date Signed: \_\_\_\_\_



**ATTACHMENT 1**

**PHILADELPHIA TAX STATUS CERTIFICATION REQUEST**

<b>Taxpayer Name:</b>		
<b>Taxpayer Address:</b>		
<b>Taxpayer Phone:</b>		
<b>Are you a Registered Taxpayer? (Check One)</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide your Federal Identification Number:		
If yes, please provide your Commercial Activities License Number:		
If yes, please provide your Business Privilege Tax Account Number:		
<b>Are you presently delinquent in any City of Philadelphia or Philadelphia School District taxes? (Check One)</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, list tax type and amounts owed:		
<b>Are you presently delinquent in Water and Sewer charges? (Check One)</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, list tax property address(es) and amounts owed:		
<b>Have you ever been sued by the City of Philadelphia or Philadelphia School District or have you declared bankruptcy? (Check One)</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, list date and nature of lawsuit or filing date of bankruptcy petition:		
<b>Are you involved in any other business activity? (Check One)</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, list company name(s) and tax account numbers(s):		
<b>Do you own real estate in Philadelphia? (Check One)</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, list address(es):		

I hereby affirm that the information provided above is true and correct to the best of my knowledge, information, and belief, and said affirmation being made subject to the penalties described by 19 Pa. C.S.A. Sec. 4904 relating to unsworn falsification to authorities.

<b>Print Name:</b>	<b>Title:</b>
<b>Signature:</b>	<b>Date:</b>