



January 12, 2016

Dear Sir or Madam,

The City of Manassas is accepting applications from non-profit organizations as part of the City's Fiscal Year (FY) 2017 (July 1, 2016 through June 30, 2017) Budget process. The applications for FY 2017 are **due to the City Manager's Office by 5:00 p.m., on February 12, 2016.**

The grant application consists of:

1. A cover letter with:
 - a. Name and address of organization
 - b. Name, title, email address and daytime phone number of the individual to contact regarding the application
 - c. The amount of funding requested for each program, including any funds that will be matched, and the impact on the program/service if funding is not provided.
2. A brief statement (less than one page) of your organization's *mission (primary purpose)* and how that mission benefits the City of Manassas, its residents, businesses and/or visitors; how your mission addresses priorities in the Manassas Strategic Plan found at www.manassascity.org/strategicplan; and the number(s) of City residents, businesses or visitors served by your organization in FY 2015 (July 1, 2014 through June 30, 2015) and the estimated number(s) that will be served in FY 2016 (July 1, 2015 through July 30, 2016).
3. A brief summary (one page per program) of the *services your organization will provide* to City residents, businesses or visitors in FY 2017.
 - a. Indicate the proposed number of City residents, businesses or visitors to be served in FY 2017
 - b. Indicate the number of jobs (FTEs) provided by your organization in FY 2016 and proposed for FY 2017
 - c. Indicate the number of volunteer hours used by your organization in FY 2016 and proposed for FY 2017
 - d. Provide an analysis of any service changes (improvements, additions or deletions) planned for FY 2017. Indicate if those service changes are dependent upon receiving City funds
 - e. Indicate at least 3 performance measures that will be used to measure the success of the program or service(s) being described along with statistics for the prior year if you previously received a grant

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4. A brief summary (less than one page) of the *major changes or developments experienced* by your organization in the current fiscal year, and how this program/activity complements your organizational mission and objectives. This is an opportunity to let the City know about any noteworthy successes, obstacles or issues and how this is affecting your organization.
5. A copy of your current FY 2016 budget and your proposed FY 2017 budget, including the funds being requested from the City of Manassas and all other funding sources.
6. Most recent year-end financial report / audit, listing total income and total expenses for your organization's most recently completed fiscal year.
7. A list of current Board of Directors/Trustees and Executive Director, with addresses and professions. Indicate officers of the Board.
8. A copy of the Internal Revenue Service letter showing your organization's tax exempt status.

Please send four (4) copies of your request to the City Manager's Office by 5:00 p.m., on February 12, 2016.

If you have any questions, please feel free to call Kay Taylor at 703-257-8202.

Sincerely yours,



W. Patrick Pate
City Manager