



City of Lawrence

2016 Economic Development Agency / Vendor Service Agency Funding Application

Applications for 2016 funding must be **complete and submitted electronically to the City Manager’s Office at ctoomay@lawrenceks.org by 5:00 pm on Friday, May 15, 2015.**

Please note that funds will be disbursed according to the following schedule unless otherwise agreed to in writing:

- o First half of funds will not be disbursed before April 1
- o Second half of funds will not be disbursed before October 1

SECTION 1. APPLICANT INFORMATION

Legal Name of Agency: _____

Contact Name and Title: _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

SECTION 2. REQUEST INFORMATION

- A. Program Name:
- B. Amount of funds requested from the City for this program for calendar year 2016:
- C. Did you receive City funding for this program in calendar year 2015? If so, how much?
 - 1. How would a reduction in city funding in 2016 impact the ability of your agency to provide services to/on behalf of the City?
 - 2. If you are requesting an increase in funding over 2015, please provide a justification for the increase.

SECTION 3. PROGRAM BUDGET INFORMATION

Provide a detailed budget for the proposed program using the following categories: personnel (list each staff position individually and note if new or existing), fringe benefits, travel, office space, supplies, equipment, other.

SECTION 4. PROGRAM OBJECTIVES

Please provide three specific program objectives for 2016. Objectives should demonstrate the purpose of the program and measure the amount of service delivered or the effectiveness of the services delivered. A time frame and numerical goal should also be included. Examples include, “75% of clients receiving job training will retain their job one year after being hired,” “increased fundraising efforts will result in a 15% increase in donations in 2016,” “credit counseling services will be provided to 600 clients in 2016,” “new digital arts program will serve 275 students in 2016,” etc. **Applicants will be expected to report their progress toward meeting these objectives in their six-month and annual reports to the City.**

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Please contact Casey Toomay, Assistant City Manager at ctoomay@lawrenceks.org or at 785-832-3409 with questions.