

City of Apache Junction



HEALTH & HUMAN SERVICES COMMISSION

Request for Financial Assistance

Contact Information

City of Apache Junction

City Clerk's Office

300 East Superstition Blvd, Suite C

Apache Junction, AZ 85119

Phone: (480) 982-8002

Email: HHSC@apachejunctionaz.gov

Introduction:

The City of Apache Junction Health and Human Services Commission accepts applications requesting financial assistance for the support of health and human service needs within the City of Apache Junction serving city residents. The following provides instructions and eligibility information regarding the request for non-profit funding.

The commission was formed under city code Article § 2-11. This program is made possible under city code Article § 2-14 Request for Financial Assistance.

The city code is available at <https://www.apachejunctionaz.gov/ajcode>.

Per city code, the request for financial assistance must be submitted to the city clerk's office during the month of January to be considered for the following fiscal year. All funding is subject to the execution of an agreement with the city, the approval of a budget allocating funds to the program, and the city council's approval.

Eligible applicants must:

1. Be a federal recognized 501 c 3
2. Serve Apache Junction Proper Residents; and
3. Submit a completed application by the published due date

Eligible Activities: Programs and services affording health, public health, and human services care to all people, especially, to individuals of underprivileged conditions.

Populations Served: Elderly, handicapped, developmentally disabled, and other special populations.

Priority Projects: The Commission reserves the right to identify priority projects for funding.

Applications must be typed in size 12-font Arial single sided with 1" margins. Submissions can be received in person to the City Clerk's Office, via email or mailed in. Applications that are emailed in, should be sent as one complete pdf document to hhsc@apachejunctionaz.gov. Mailed in applications must be received in the office by the due date and sent to the below address. City offices are open Monday through Thursday, 7:00 am to 6:00 pm.

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Apache Junction, AZ 85119

Timeline:

- Application due date - January 31, 2025
- Commission to review applications – February 2025
- Commission to interview applicants – March 2025
- Initial funding recommendations by the Commission– April 2025
- Presentation to City Council – May 2025
- City Council approval and execution of agreements – June 2025
- Project start date – July 1, 2025
- Project end date – June 30, 2026

Required Documentation* per Ordinance No. 659:

1. Most recent audit report
2. Most recent financial statement
3. Detailed expenditure statement to include detailed accounting for all previously received City funds (if applicable)
4. Source and amount of funding received from all other sources (non-governmental agencies; membership fees and dues; private contributions; fundraising)
5. Source and amount of funding received from other governmental agencies
6. Client services provided as applicable to City residents (may not apply in all cases)
7. Proof of non-profit status (IRS determination)
8. Proof of corporate status to include copies of by-laws and Articles of Incorporation
9. Source and amount of funding received from other governmental agencies
10. Names and addresses of all current board members of agency governing board

*Please note – all the requested documents are required for your project to be considered for funding.



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Application Cover Sheet

Name of Agency:

Mailing Address:

Street Address:

Phone:

Agency Director:

Email Address:

Direct Line:

Project Manager:

Email Address:

Direct Line:

Project:

Total Amount requested:

Population and number of people to be served:

Agency Description:

Please provide a brief description of your organization's history, experience, and services provided. Please address the following:

1. Has your agency received funding from Apache Junction in the past? If yes:
 - a. What was the year
 - b. Amount,
 - c. Project/Service
 - d. How your agency met the expectations of the funding agreement.
2. Purpose of the agency
3. Type of agency
4. Services provided
5. Provide target population and demographic information on your current clientele to include percentage located within the City of Apache Junction
6. Explain how your agency will have adequate capacity to complete the project/service being requested.
7. Provide a list of your annual fundraisers and average amount raised.
8. Are you listed on the www.211Arizona.org website?
9. Have you participated in the following: a Project Connect event, a Health and Wellness Expo or the Apache Junction Community Resource Center in the past?

Project/Service Description:

Please describe the proposed project/service to be funded. Please address the following:

1. Who will be served?
2. How will this project serve Apache Junction proper residents?
3. What services will be provided?
4. What are the benefits?
5. Provide a timeline and who is responsible.
6. Where will the services be provided?
7. How will you provide the services?
8. Are there any community partners in this project? If so, please list.
9. What is the project/service and agency goals?
10. How and will you sustain this project after the agreement has ended?

Project/Service Budget:

Provide a detailed project budget and narrative based on activities indicated above including:

1. Amount being requested
2. Amount of funding provided by your agency (include source)
3. Amount of funding provided by partners (include source)
4. A detailed narrative of the costs
5. What percentage of your agency's total annual budget is this funding request?
6. Indicate if you would accept partial funding and if so, provide the minimum amount and how your project will change.