



CITY OF JACKSBORO
Community Services Grant
Program

A program of the City of Jacksboro setting guidelines and policies for Non-Profit Organizations to request funding.

December 8, 2025

Version: 1; O-25-2025

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1.0 POLICY

1.1 STATEMENT

The City of Jacksboro recognizes the vital role nonprofit organizations play in improving the quality of life for our residents. To support these efforts, the Jacksboro Community Services Grant Program provides competitive grant funding to eligible nonprofits that deliver services benefiting Jacksboro residents.

While all applications are welcome, special consideration will be given to organizations that offer Jacksboro residents the following:

1. Public Safety and disaster relief assistance
2. Basic needs and services for veterans
3. Basic needs and services for the elderly
4. Basic needs and services for people with lower incomes
5. Community beautification and upkeep
6. Educational resources and assistance

1.2 SCOPE

This policy applies to all nonprofit organizations seeking funding from the Jacksboro Community Services Grant Program. It governs the eligibility, application, review, funding, reporting, and transparency processes for all grants awarded through this program. The scope of the program includes:

- Organizations operating within the City of Jacksboro or providing measurable benefits to Jacksboro residents.
- Nonprofit projects or programs that align with the City's organizational goals and community priorities.
- One-time grants funded exclusively through the City of Jacksboro general fund, subject to annual budget approval and availability.

This policy does **not** apply to:

1. Organizations already under contract with the City to provide specific services (e.g., utility assistance, business retention).
2. For-profit entities or individuals.

2.0 DEFINITIONS

2.1 DEFINITIONS

For clarity and consistency, the following terms are defined as used in this policy:

1. **Nonprofit Organization:** An organization registered under Section 501(c)(3) of the Internal Revenue Code or similar legal designation, operating on a not-for-profit basis for charitable, educational, or community purposes.
2. **Public Safety:** Services or initiatives aimed at protecting the health, safety, and welfare of the community, including disaster relief, emergency response, and crime prevention.
3. **Basic needs:** Essential resources and services such as food, clothing, shelter, healthcare, and utilities that ensure the well-being of individuals or families.
4. **Community Beautification:** Activities or projects that enhance the physical appearance and environmental quality of Jacksboro, including landscaping, public art installations, and litter removal.
5. **Educational Assistance:** Programs or services that promote learning, skill development, or access to education for Jacksboro residents.
6. **Competitive Grant:** A funding process where applications are evaluated based on predetermined criteria to ensure fairness and the selection of the most impactful proposals.
7. **Grant Recipient:** A nonprofit organization awarded funds through the Jacksboro Community Services Grant Program to implement an approved project or program.
8. **General Fund:** The primary fund source for the City of Jacksboro's operations and programs, including the Community Services Grant Program.
9. **Eligible Organizations:** A nonprofit that meets the criteria outlined in the Eligibility Criteria section of this profit.
10. **Jacksboro Community Services Grant Program Board:** A committee appointed by the Jacksboro City Council of 6 members who own taxable property within Jacksboro to review the applications submitted for the Grant Program.

3.0 GUIDELINES AND PROCEDURES

3.1 PROGRAM GUIDELINES

1. Funding Source: The program is funded through the City of Jacksboro's general fund.
2. Competitive Process: Grant funding is limited and awarded based on a competitive evaluation process. Not all requests may be funded.
3. Purpose: Funding will be provided to organizations whose proposals most effectively serve the public purpose in alignment with the City's goals and community's needs.

3.2 ELIGIBILITY CRITERIA

1. Applicants must be registered nonprofit organizations in good standing with relevant state and federal regulatory authorities.
2. The nonprofit must demonstrate a measurable positive impact on Jacksboro residents.
3. Proposals must align with the grant program's priority focus areas listed above.
4. Applicants must demonstrate a significant community-wide benefit.

3.3 APPLICATION PROCESS

1. Application Availability: Applications will be made available on the City of Jacksboro Website and at City Hall.
2. Submission Deadline: Applications must be submitted by the specified due date. Late submissions will not be considered.
3. Required Documentation must be included with application:
 - Organization's mission and objectives
 - Detailed description of the project or program for which funding is requested
 - Budget breakdown of requested funds
 - Evidence of nonprofit status - i.e. IRS form 990
 - Details of additional funding sources, if applicable

3.4 REVIEW AND EVALUATION 1

1. Applications will first be reviewed by the Jacksboro Community Services Grant Program Board. The Committee will review the applications for completeness and whether the required documentation has been submitted.

2. The Committee will present the eligible applicants to the Jacksboro City Council at the first available Budget Workshop for the upcoming fiscal year. Council Members with affiliations to applying organizations must recuse themselves from the review process.
3. Applications will be evaluated based on:
 - Alignment with program focus areas and community priorities
 - Impact on the Jacksboro community
 - Feasibility of proposed project/program and budget

3.5 FUNDING ALLOCATION

Annual funding for the program will be determined through the City's budget process. Award amounts are subject to available resources and may vary based on program demand. Funds are provided as one-time grants and must be used solely for the approved program or project.

3.6 REPORTING REQUIREMENTS

1. Quarterly Reports: Grant Recipients must submit quarterly progress reports to the Jacksboro City Council at regularly scheduled meetings. Reports must include:
 - Financial Statements
 - Progress updates on program milestones
 - Challenges or issues encountered
2. Reports should be concise and include a brief presentation of six (6) minutes, including time for Council questions.
3. Failure to meet reporting requirements may result in future funding ineligibility.
4. An annual summary of grant impacts will be presented by the City Staff during a regular scheduled City Council Meeting in September of each year.

3.7 TIMELINE

- Applications Available: **January**
- Application Deadline: **April 30**
- Application Review by the Committee: **May/June**
- Application Review by the Council: **June/July**
- Award Announcements: **August**
- Funding Release Date: **October 1**
- Last Day for Use of Funds: **September 30** of the end of the fiscal year funding is received.

4.0 VERSION HISTORY

This policy will be reviewed periodically to ensure continued relevance and effectiveness.

Version	Date	Responsible	Revision Summary
1	December 8, 2025	City Staff / Council	Creation and Implementation

City of Jacksboro Community Services Grant Program Application

Instructions

Thank you for your interest in the Jacksboro Community Services Grant Program. Please complete the application form below and attach all required documentation. Applications must be submitted by **April 30th** to be considered. Late or incomplete applications will not be reviewed.

Completed applications can be submitted:

- By email at sburritt@cityofjacksboro.com
- In-person at Jacksboro City Hall

If you have questions, please contact Shalyn Burritt at sburritt@cityofjacksboro.com or 940-567-6321.

Section 1: Organization Information

1. **Organization Name:** _____

2. **Contact Person:**

Name: _____

Title: _____

Phone: _____

Email: _____

3. **Organization Address:** _____

City: _____ State: _____ ZIP: _____

4. **Tax ID Number:** _____

5. **Nonprofit Status:**

- ☐ Registered 501(c)(3)
 - ☐ Other (please specify): _____
-

Section 2: Project or Program Information

1. Project/Program Title: _____

2. Which focus area(s) does your project/program align with? (Select all that apply):

- ☐ Public safety and disaster relief assistance
- ☐ Basic needs and services for veterans
- ☐ Basic needs and services for people with lower incomes
- ☐ Community beautification and upkeep
- ☐ Educational assistance

3. Provide a brief description of your project/program:

4. How will this project/program benefit Jacksboro residents?

5. Number of Jacksboro residents served:

Section 3: Funding Request

1. Total Amount Requested: \$ _____

2. Provide a detailed budget for your project/program:

(Attach a separate document if necessary.)

Expense Category Amount

Total: \$ _____

3. Have you secured other funding sources for this project/program?

☐ Yes (Please list):

☐ No

Section 4: Supporting Documentation

Please attach the following documents:

1. Proof of nonprofit status (e.g., IRS determination letter)
 2. Financial statements from the past 2 years.
 3. Detailed project/program budget (if not completed above)
 4. List of the organization's Board of Directors and key staff
 5. Any additional information that supports your application
-

Section 5: Certification

I, the undersigned, certify that all information provided in this application is true and accurate to the best of my knowledge. I understand that failure to comply with reporting requirements or misuse of grant funds may result in disqualification from future funding opportunities.

Authorized Representative Signature: _____

Printed Name: _____

Title: _____

Date: _____

For City Use Only

- Date Received: _____
- Application Complete: ☐ Yes ☐ No
- Reviewed by Committee Date: _____
- Presented to Council: ☐ Yes ☐ No
- Reviewed by Council Date: _____
- Decision: ☐ Approved ☐ Denied
- Award Amount: _____