

The Atlantic City
Community Development
Program

Grant Guidelines

Offered By

The Casino Reinvestment Development Authority
(CRDA)

1014 Atlantic Avenue
Atlantic City, NJ 08401

Phone: (609) 347-0500

www.njcrda.com

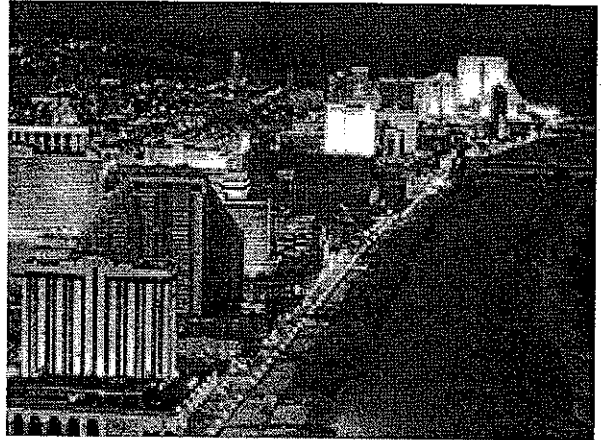
June 10, 2011

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Mission Statement

The Casino Reinvestment Development Authority shall provide capital investment funds for economic development and community projects that respond to the changing economic and social needs of Atlantic City and the State of New Jersey. It shall encourage business development and permanent job creation, promote opportunities for business expansion, and commit to facilitating a vibrant economic investment and employment environment for New Jersey.



History

The only agency of its kind nationwide – the CRDA has used casino investment obligations as a catalyst for meaningful, positive improvement in the lives of New Jersey residents statewide. In doing so, the CRDA has dramatically changed Atlantic City's residential, commercial, cultural, and social landscape, while financially supporting quality-of-life improvements throughout New Jersey.

In 1976, New Jersey voters approved a constitutional amendment allowing the Legislature to authorize casino gambling, located in Atlantic City. The legislative intent was to use gambling as a unique tool for urban revitalization of Atlantic City, and to generate revenue to establish new or expanded programs to benefit senior citizens and disabled residents.

As part of the original Casino Control Act enacted in 1977, each casino licensee was required to reinvest 2% of its gross gaming revenue. However, by the beginning of 1984, no casino licensee had yet made any of its required reinvestments as there was no unbiased decision making entity in place. In 1984, the State Legislature established the Casino Reinvestment Development Authority which developed guidelines describing more precisely a casino licensee's investment obligations consistent with the intent of the original statute. The 1984 law gives each casino a choice: pay 2.5% of its gaming revenue to the State, or reinvest 1.25% of its gaming revenues through the CRDA in community and economic development projects in Atlantic City and around the State. Without exception, the casinos have chosen reinvestment.

General Provisions

The CRDA has implemented a new grant program designed to consider and address the needs of the local community and or governmental entities that offer programs beneficial to the residents and general appearance of the city. Grants offered under this program will offer funding to governmental entities and Non-Profit organizations for capital development projects.

Projects addressing the following needs will be considered and include but not limited to the following; family development, at risk youth, open space development, recreation, senior citizens, community facilities, health & nutrition needs and public information/communications.

The Program parameters include:

1. Annual funding of \$500,000 offered. Application materials will be available at the CRDA offices and/or obtained from the CRDA's website, www.njcrda.com.
2. Applications will be available twice a year on defined dates. A recipient of financial assistance under the Program may participate in one funding round per year and may reapply for additional financial assistance in the second year following the year of award.
3. Maximum funding per application equal to \$50,000 less applicable administrative fee(s). Minimum funding is \$10,000.
4. Projects addressing the above referenced needs will be considered for funding.
5. Grant applications will be reviewed through a formalized selection process and scored with well defined criteria by three CRDA staff members. Recommendations will be presented to the CRDA Board requesting an award amount and a request to execute funding agreements.
6. Grant applicants are responsible for delivering a complete application for review.

IMPORTANT DATES:

Availability of Applications:	Friday, June 10, 2011
Application Due Date:	Friday, July 29, 2011
Anticipated Award Date:	Friday, October 7, 2011

Definitions

Unless specifically defined otherwise, the following terms used in this grant shall have the meaning set forth herein-below.

Addendum or Addenda—shall mean an amending document issued by the CRDA modifying the Grant.

Address—shall mean the official address of the entity completing this application.

Affirmative Action—shall mean : an active effort to improve the employment or educational opportunities of members of minority groups and women; *also*: a similar effort to promote the rights or progress of other disadvantaged persons

Applicant—shall mean the full name of the entity completing this application.

Application Fee—shall mean the 2.75% fee owed to CRDA based on the Grant amount received. The fee will be deducted from the Grant proceeds.

Attorney for entity—shall mean the name, address and telephone number of the individual who is responsible for all legal activities of the applicant.

Board of Directors/Trustees—shall mean the names and contact information of applicant's organization.

Certification—shall mean the application and any legal documents that must be signed by a certifying representative of the entity. The applicants' certification must possess the legal authority to apply for the Grant; that a resolution, motion or similar action has been adopted and is an official act of the applicants governing body authorizing the filing of the application and directing and authorizing the person identified as the official representative of the applicant in connection with the application and to provide additional information as may be required.

City—shall mean the City of Atlantic City, New Jersey.

Contact(s) - shall mean any oral, written or electronic communication by Respondent or any party acting on behalf of a Respondent.

County—shall mean Atlantic County, New Jersey.

CRDA—shall mean the Casino Reinvestment Development Authority, an independent authority in but not of the State Department of Treasury existing under and by virtue of the laws of the State of New Jersey, including P.L. 1984, c. 218, as amended and supplemented from time to time.

CRDA Contact Person—shall mean Ms. Bunny Rixey, Assistant Director of Real Estate, Casino Reinvestment Development Authority, PO Box 749, Atlantic City, NJ 08404, 609-347-0500 (phone), 609-340-8016 (fax), brixey@njcrda.com or such designee, as provided in writing by the CRDA.

CRDA Website—shall mean the website used by the CRDA to provide information and otherwise electronically communicate Addenda to Registered Respondents, such website address to be: www.njcrda.com.

Designation Letter—shall mean the letter delivered to the successful Grantee from the CRDA.

Due Date—shall mean the date that applications are due to the CRDA from an applicant, such date as identified in the Grant offering.

Definitions Continued

Employer Identification Number (EIN)- shall mean a number issued to the entity by the Internal Revenue Service. If the entity does not have such EIN, one must be obtained prior to submission of the application.

Evaluation Committee—shall mean the committee charged with assessing the Applications submitted by applicants and recommending an award to one or more applicants.

Fiscal Contact—shall mean the name, title, address, e-mail and telephone number of the individual who is responsible for the financial activities of the applicant.

Government Parties—shall mean the CRDA, City, County, State and/or Federal Government.

Grant Title—shall mean the descriptive title of the grant that the applicant is applying for.

Grantee—shall mean the entity receiving the award.

Grantor—shall mean the CRDA.

Primary Applicant—shall mean the entity applying for the grant funding.

Project—shall mean the project identified in the applicants request for funding.

Project Costs—shall mean the total cost needed to fund the project.

Project Funds—shall mean the available sources of funds to be used to complete the project, including the amount applicant has applied for under this Grant Program.

Public Sector—shall mean the City, County, State and/or Federal Government.

Site—shall mean the location of the project.

State—shall mean the State of New Jersey.

Applicant Eligibility

To be eligible for consideration of a Grant from the CRDA the organization must:

1. Be a non-profit 501 (c)3, not-for-profit, and or tax exempt organization located in New Jersey.
2. Be a governmental agency or commission, either municipal, county or state agency within the State of New Jersey.
3. Be governed by a Board of Directors or Board of Trustees that is responsible for the programs and policies of the organization.
4. Have a proven track record of no less than two full years providing programs/projects to the community of Atlantic City.
5. All projects considered for a grant must be based in and benefit the residents and community of Atlantic City, New Jersey.

Please Note: The CRDA is unable to provide funding directly to individuals. Any applications from individuals received by the CRDA will be rejected and returned to the individual.

Project Eligibility

Projects will be considered eligible for a grant that address the following needs and include but not limited to the following categories.

- Family Development
- At Youth Risk
- Open Space Development
- Recreation
- Senior Services
- Community Facilities
- Health and Nutrition needs
- Public information/communication.

Eligible / Ineligible Expenses

Eligible Expenses include but are not limited to the following:

- Land acquisition to expand existing improvement or to create parks, recreation or open space purposes
- New construction or physical renovation to an existing facility
- Demolition
- Equipment purchases (Inclusive of motor vehicles)
- Landscaping

Ineligible Expenses include but are not limited to the following:

- Projects outside of Atlantic City, New Jersey
- Projects completed before submission of the application
- Programs/services
- Research/studies
- Operating expenses, ie; salaries, wages, benefits, utilities, postage, training, professional development, marketing and printing
- Debt service/mortgage expense
- Insurance/audit expense
- Travel/transportation
- Video taping/audio taping
- Equipment rentals

Project Evaluation

PLEASE KEEP IN MIND THE EVALUATION CRITERIA AS YOU COMPLETE THE APPLICATION

Each application for funding will be separately evaluated by three (3) CRDA staff members. Initially, the application will be reviewed for thoroughness in completing the application. Missing documentation may result in rejection of the application.

The application will be evaluated based on the following criteria:

- ◇ Is this project an immediate concern or of urgency to the community?
- ◇ Does the project address health, safety or quality of life issues?
- ◇ Is there community support?
- ◇ Will the project meet the community's needs?
- ◇ Does the applicant have all its funding and are the funds identified?
- ◇ Has the applicant previously provided the type of services in the Atlantic City community for the funds they are presently seeking?

The applications with the highest combined scores of the three (3) CRDA staff members will be presented to the CRDA Board recommending an award amount and a request to execute funding agreements.

Award Procedures

1. Applicant will receive a confirmation letter from the CRDA indicating the grant award and amount. Applicant will be expected to acknowledge, accept and sign the award letter and return to the CRDA offices within 7 days of date of award.
2. A grant agreement will be prepared by the CRDA and delivered to the applicant within 30 days of receipt of signed award letter from applicant. Grant execution must occur within 10 days of the delivery of the grant agreement.
3. Applicants will have up to 18 months from the date of the executed grant agreement to complete the project. If more time is needed to complete the project, applicant may submit a written request to the CRDA for a time extension. The request must indicate the reason for the extension and must be submitted prior to the expiration of the allotted time period. If no timely request for an extension is received by the CRDA or a request for extension is denied, the funding award may be cancelled.

Reporting Guidelines

Within six (6) months of the completion of your project, you will be required to submit a final report that includes the following:

1. Describe how the organization utilized the funds.
2. Describe how the funds assisted the organization in accomplishing the project.
3. Identify the benefits the community derived as a result of the funding.
4. Attach a financial report identifying the funds utilized in the project.
5. A completed close out report form which will be supplied to the Grantee with the grant agreement.

All reporting requirements must be sent to the attention of:

Bunny Rixey, Assistant Director
Casino Reinvestment Development Authority
1014 Atlantic Avenue
Atlantic City, New Jersey 08401