

# City of Lansing – HRCS General Funds Application

## Information, Q & A

Applications for the FY20-21 City of Lansing General Funds cycle are **due Monday, March 2 by 8:00 a.m.** Late applications will not be accepted.

Each agency was provided a “Community Forum application number” at the Community Forum held on February 13<sup>th</sup> at the Foster Community Center. **If you did not attend the Forum, please contact Kimberly Gillespie at [Kimberly.Gillespie@lansingmi.gov](mailto:Kimberly.Gillespie@lansingmi.gov) of the HRCS office, to obtain your application number.** This number should be written on the top of the first page of the application form in the space provided. If you are submitting more than one application, please use your assigned number followed by a letter as in, 001-A, 001-B, etc.

The first page of the Application provides guidelines for completing the application. Please note that any questions from applicants will be published on this webpage, with the HRCS response, so check back often for more information.

Two questions were received on 2/17/20. Please see the responses below.

**Q1.** What is the maximum amount of funding that an organization may request?

**Answer:** There is no maximum amount, however current grants range from \$2,000 to \$100,000, with about half under \$15,000, (ranging from \$5,000 - \$13,000), while the other half range from \$15,000 - \$30,000. There are a few above and below these ranges. For any given project, it is expected that other sources of funding will be used, along with the City grant. The City cannot be a sole funder of any project.

**Please note that City funds should be targeted to serve City of Lansing residents.**

**Q2.** The Authorized Representative signature. Who can sign as an authorized representative – Executive Director, Board President, grant writer?

**Answer:** The Authorized Representative is usually the Agency Director, Board President or a person designated by the Agency’s Board as an authorized signatory. This would usually be stated in an official agency document such as By-laws, Articles of Incorporation, Board minutes, or Financial/Operating procedures, etc.