



## PP4K Community Project Funding Policy

### Purpose:

The purpose of this policy is to establish guidelines for the disbursement of funds by PARKS & POLICE 4 KIDS, INC. ("PP4K") to community projects within the City of Doral that align with the organization's mission of facilitating recreation, education, and social programs for young residents, with a focus on preventing juvenile misconduct. This policy aims to create a positive and safe environment for Doral's youth, enhancing the community as a whole.

### Eligibility Criteria:

1. Projects must be located within the City of Doral.
2. Projects should directly impact the community such as children, schools, parks, and/or police and not one (1) individual per se, aligning with the overall mission of PP4K.
3. Applicants shall not have been awarded a grant from the City of Doral within the same calendar year.
4. Applicants can only apply once per calendar year for two (2) consecutive years (i.e. Organization X cannot apply for the PP4K grant in Year 3 after being awarded the previous two (2) years, but CAN re-apply in Year 4).

### Application Process:

- Interested community members or organizations must submit a written application to PP4K for project funding.
- The application should be made available on the City's website.
- The application should include the following information:
  - Applicant's name or organization, contact information, and address.
  - Active 501(c)(3) EIN number and Sunbiz.org Document Number
  - Brief description of the proposal.
  - Purpose and anticipated outcomes of the project.
  - Amount of funding requested (**shall not exceed more than \$2,500**).
  - Overview of how funds will be spent, detailing the budget.
  - General timeline for project completion.

**Accountability:**

- The Board of Directors (“Board”) will ensure that the proposed projects align with the eligibility criteria.
- Approved funds will be disbursed in installments based on project timeline/milestones.
- Approved applicants must submit regular progress reports to PP4K, detailing the status of the project and expenditure of funds.
- Individual or Organization must give PP4K a final report, outlining how the funds were used and how the project made an overall impact in the Doral community.

**Review and Approval Process:**

- Applications will be reviewed by the Board during regular board meetings.
- Submitted applications should be included in the agenda packet for regular board meetings.
- The Board will assess each application based on alignment with eligibility criteria, potential impact, and feasibility.
- Approval of funds shall be made through a vote by a majority of the Board.

**Documentation and Records:**

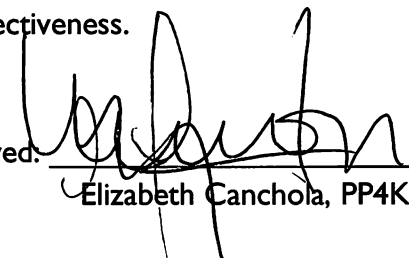
- PP4K will maintain detailed records of all applications, approvals, and disbursements for auditing and accountability purposes.
- Applicants will receive written notification of the approval or rejection of their funding request.

**Policy Amendment:**

This policy may be amended, as needed, through a formal process involving discussion and approval by a majority of the Board during regular board meetings.

**Effective Date:**

This policy is effective upon approval by the Board and shall be reviewed periodically for relevance and effectiveness.

Approved:   
Elizabeth Canchola, PP4K Chair

Date: 3/21/2024