



CITY OF SURPRISE
Subcommittee on Community Outreach, Partnerships & Grants
Meeting

16000 N. Civic Center Plaza
Surprise, AZ 85374

Monday, December 20, 2021 @ 3:15 PM
COUNCIL OVERFLOW ROOM

- A. Call To Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Current Events and Reports
- E. Staff Reports
- F. Council Subcommittee on Community Outreach, Partnerships & Grants Meeting Agenda

CALL TO THE PUBLIC:

INSTRUCTIONS: In order to address the Board\Commission, you will need to fill out a Call to the Public Form available at the front counter, and then turn it in to the Secretary before the meeting begins.

Note: A.R.S. 38-431.01(H) - During this time members of the public may address the Board\Commission only on issues within the jurisdiction of the Board\Commission which are not an item on the agenda. At the conclusion of the open call, the Board\Commission may respond to criticism, may ask staff to review the matter or may ask that the matter be put on a future agenda. No discussion or action shall take place on any item raised.

CONSENT AGENDA:

REGULAR AGENDA ITEM - NON-PUBLIC HEARING:

- | | | | |
|----|----------|---|---|
| 1. | Citywide | Consideration and action pertaining to the October 4, 2021 meeting minutes. | Seth Dyson
Human Svcs and
Comm Vitality |
| 2. | Citywide | Presentation and discussion pertaining to an update on the Surprise Community Outreach awards for FY22. | Seth Dyson
Human Svcs and
Comm Vitality |
| 3. | Citywide | Discussion and action pertaining to future funding consideration for both the Surprise Community Outreach Grant Program and Neighborhood Grant Program. | Seth Dyson
Human Svcs and
Comm Vitality |
| 4. | Internal | Consideration and action pertaining to the timeline and application of the Surprise Community Outreach Program (SCOP) grant program for FY23. | Seth Dyson
Human Svcs and
Comm Vitality |
- G. Other Business and Future Agenda Items
 - H. Executive Session

For information purposes: Upon a public majority vote of a quorum ("Commission"), the Commission may hold an executive session, which will not be open to the public, but for only the following purposes: discussion or consideration of records exempt by law from public inspection (A.R.S. §38-431.03(A)(2));

or discussion or consultation for legal advice with the attorney or attorneys of the public body (A.R.S. §38-431.03(A)(3)).

Confidentiality Requirements: Pursuant to A.R.S. §38-431.03(C)(D), any person receiving executive session information pursuant to A.R.S. §38-431.02 shall not disclose that information except to the Attorney General or County Attorney or by agreement of the Commission, or as otherwise ordered by a court of competent jurisdiction.

The Commission may vote to hold an executive session for the purpose of obtaining legal advice from the Commission's attorney on any matter listed on the agenda pursuant to A.R.S. § 38-431.03(A)(3).

I. Adjournment

SHERRY ANN AGUILAR, CITY CLERK, MMC

POSTED: Tuesday, December 14, 2021 @ 11:30 p.m.

SPECIAL NOTE: PERSONS WITH SPECIAL ACCESSIBILITY NEEDS, INCLUDING LARGE PRINT MATERIALS OR INTERPRETER, SHOULD CONTACT THE CITY CLERK'S OFFICE @ 623.222.1200 OR TTY 623.222.1002, BY NO LATER THAN 24 HOURS IN ADVANCE OF THE REGULAR SCHEDULED MEETING TIME.



CITY OF SURPRISE
Subcommittee on Community Outreach,
Partnerships & Grants Meeting

Council Meeting Date: December 20, 2021
Submitting Department: Human Svcs and Comm
Vitality
Staff Recommendations:

Contact Person: Seth Dyson, DIRECTOR - HSCV
District: Citywide

Consent: No	Regular: Yes	Public Hearing: No	Report/Discussion: No
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Agenda Wording:

Consideration and action pertaining to the October 4, 2021 meeting minutes.

Motion:

I motion to approve the meeting minutes from October 4, 2021.

Background:

The Subcommittee on Community Outreach, Partnership and Grants met on October 4, 2021 to hear presentations from the Neighborhood Grant Program applicants.

Objective Analysis:

The Subcommittee took action to recommend funding to the full City Council on funding for the Surprise Neighborhood Grant Program.

Policy Compliant:

Yes

Financial Impact:

No

Budget Impact:

\$10,000 in HSCV budget.

FTE Impact:

N/A

ATTACHMENTS:

1. 2021-10-04 Subcommittee COPG Minutes
-

**Subcommittee on Community Outreach, Partnerships & Grants
Meeting Minutes**

October 4, 2021 @ 2:00 p.m.

Surprise City Hall
Lobby Conference Room
16000 N Civic Center Plaza
Surprise, AZ 85374

The meeting was called to order by Chair Chris Judd at 2:02 p.m.

Chair Chris Judd, Councilmembers Ken Remley, and Jack Hastings were present. Staff present included Seth Dyson, Deb Perry and Lord Garcillano.

The Subcommittee heard presentations from the Neighborhood Grant applicants. Kingswood Parke applicant, Linda Nettler, presented a project for a swing addition in the neighborhood. Homestead at Marley Park applicant, Nate Sams, presented Movies in the Park events.

Discussion was held regarding awarding of equipment to a resident due to the Homestead at Marley Park HOA still under the developers control. The Subcommittee added conditions to the application:

1. Revise application to be part of the HOA Board or a separate third party entity; or,
2. Agreement for purchase and donation to city with right of first equipment use to Homestead at Marley Park; or,
3. Application to cover cost of park fees, marketing and other rentals for the movie night events.

Councilmember Remley made a motion to approve \$6,000 to Kingswood Parke's swing addition. Councilmember Hastings seconded the motion. The motion passed 3-0.

Chairman Judd made a motion to approve \$4,000 to Homestead at Marley Park's Movie in the Park events, subject to Conditions 1 through 3. Councilmember Hastings seconded the motion. The motion passed 3-0.

Councilmember Remley motioned to adjourn. Councilmember Hastings seconded the motion. The motion passed 3-0. The meeting adjourned at 2:46 p.m.

Approved by:

Minutes transcribed by:

Chris Judd, Chair

Deb Perry



CITY OF SURPRISE
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Council Meeting Date: December 20, 2021
Submitting Department: Human Svcs and Comm
Vitality
Staff Recommendations:

Contact Person: Seth Dyson, DIRECTOR - HSCV
District: Citywide

Consent: No	Regular: Yes	Public Hearing: No	Report/Discussion: No
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Agenda Wording:

Presentation and discussion pertaining to an update on the Surprise Community Outreach awards for FY22.

Motion:

N/A

Background:

The Surprise Community Outreach Program provides funding opportunities for non-profit organizations each fiscal year. This year, the City Council kept funding at \$100,000.

Objective Analysis:

To provide the Subcommittee with an update on the awardees for the program.

Policy Compliant:

Yes

Financial Impact:

\$100,000 in HSCV budget for program.

Budget Impact:

N/A

FTE Impact:

N/A

ATTACHMENTS:

1. Surprise Community Outreach Program Disbursements 12.6.21
-

FY22 SCOP Update

Case_Name	Funding_Total	Amount Disbursed	Amount	Update
Hartpantry	\$ 5,000.00	\$ 5,000.00		HART PANTRY provided food bags for weekend meals and snack/supper bags for weekly needs for the 200 City of Surprise students attending Dysart Schools 7th-12th grades for the period indicated. The bags were filled with shelf-stable, single serve items to help with the food insecurity of the students designated by their counselors. This program continues on a yearly basis and has for over 7 years. Funding is obtained through corporate and city grants and church and organization donations. A staff of volunteers continues to operate this non-profit.
Women4Women Tempe	\$ 2,000.00	\$ 356.17		The West Valley Alturas Club donated products. Held a packing party at WHAM. 13 volunteers participated and packed 136 bags of tampons and pads. Delivered bags to Streetlights USA, Homeless Youth Connection and City of Surprise Resource Center. Continue to spread the word in the community about this program and the need.
Special Olympics Arizona, Inc.	\$ 5,000.00	\$ 960.00		SOAZ has numerous competitions planned in the coming months, including Fall Games to be hosted later in October. Further, SOAZ will host Healthy Athletes programs and other Inclusive Health initiatives for Surprise students to participate in to promote wellness and inclusion. SOAZ will continue to engage with Surprise residents through the promotion of UCS programs, including engaging Shadow Ridge High School as SOAZ returns to in-person events. SOAZ does not presently anticipate any issues completing the project as we return to in-person events.
SVdP St Clare Conference	\$ 5,000.00	\$ 5,000.00		From July 7, 2021 through September 16, 2021, our SVdP Conference at St. Clare of Assisi church here in Surprise helped ten families with \$500 each from SCOP grant plus a total of \$5957 from SVdP funds to pay rent and to avoid eviction. All of the \$5000 SCOP grant has been used.
Seeds of Hope International Ministries	\$ 5,000.00	\$ 1,000.00		The SOHIM Community Enhancement Project is in its 1st phase and is continuing with both community outreach initiatives and funding of approved project objectives. Programs have begun planning stage and preparations are Bean Bag Day, Surprise Young Life Sponsorship Project, Project Connect, and marriage conferences.
Benevilla	\$ 5,000.00	\$ 5,000.00		During this first 3 months of the grant period, Benevilla's VHS program provided assistance to 24 unduplicated Surprise residents by providing a total of 212 individual acts of one of the services above. Many members are provided several acts of the same service throughout the month or different types of services. As VHS is an ongoing program, Benevilla will continue to offer this program to all West Valley older adults/adults with disabilities in need, including in the City of Surprise.

FY22 SCOP Update

Medical Lending Center	\$ 3,000.00	\$ -	We have placed brochures in local hospitals, doctor offices and rehabilitation centers. We also place articles in a local newspaper. Our client count this year compared to last years is ahead, we served Peoria, El Mirage, Youngtown and Surprise residents.
Meals of Joy	\$ 5,000.00	\$ 1,186.00	Meals of Joy provided 143 meals at no cost to 26 clients and will continue to provide meals at no cost or reduced cost to Surprise clients.
Fresh Start Women's Foundation	\$ 3,000.00	\$ 3,000.00	In September 2021, we began offering in-person services again, so women can now participate either virtually or by attending workshops, one-on-one sessions, support groups, etc., in person. Since the beginning of the grant term/fiscal year, we have served 23 women who reside in Surprise. This is 32.8% of our goal of 70 women from Surprise for the year. Of the 23 women served so far, 13 have participated in our career & education services, 5 have received support from Fresh Start's skilled social workers, and 11 have attended workshops.
Sounds of Autism, Inc.	\$ 5,000.00	\$ 5,000.00	From the beginning of this grant cycle to Date our organization has met with Members of City Council, Police Department Leadership, the Council of Veterans, Disabilities, Health and Human Services and the Resource Center Leadership to share our initiative for 2021 serving the City of Surprise as well as the other 11 Cities within the West Valley. Sounds of Autism Trained Police officers including CAO's, SRO's. Chief and his leadership staff to share the Life of those living with Autism and work together to determine ways to serve this population and others living with Special Needs within the City of Surprise.
Dysart Education Foundation (DEF) Mini-Grants	\$ 4,000.00	\$ -	We have launched our application process for teachers to submit requests via our website at https://defweb.org/mini-grants/ e are currently working through the process of gaining approvals from DUSD administration for the submitted teacher mini-grant proposals so our team of mini-grant judges can determine which we will be able to fund this year. We expect to review and approve proposals during our November board of directors meeting and notifying those selected shortly afterwards.
WHAM Art Association	\$ 5,000.00	\$ -	WHAM is in it's 7th year providing ART: A Path To Healing for Veterans with PTSD. We teach FREE art classes to approx. 12 -15 at each class twice a month and provide a lunch. These classes are scheduled from 10 a.m. to 2 p.m. where the veterans learn many art skills to help them with their stresses. They are taught painting, woodworking, clay, drum making, metal art, and many more mediums.

FY22 SCOP Update

Spencer's Place Intern Program	\$ 10,000.00	\$ 3,146.78	For this quarter; Spencer's Place has recruited 4 interns with intellectual and developmental disabilities from the Surprise area. These interns work in the coffee shop for a 2 hour internship on Tuesdays and Thursdays. Thus far, we have worked on voice inflection, eye contact, social appropriateness and expectations at a job. The SCOP funds are being used to devote one job coach to facilitate the interns. The job coach has ongoing training to better assist our interns needs and challenges. We are in the process of interviewing more interns and will add 5 more for next quarter.
Surprise Young Life	\$ 5,000.00	\$ 1,939.95	We have identified 12 leaders and they have begun their leader training. This included the purchase of the Discovery leadership books that are used for training each week. Another part of the training was a leadership weekend where 10 young leaders and 1 staff person traveled to Lost Canyon for a training weekend. We will have a mid year celebration in December and we used the grant money to purchase backpacks for the current and leaders in training to help them feel seen and appreciated as they work hard to meet their training goals. We will continue to train the leaders and recruit 5-8 additional new leaders over the next quarter. We are planning a weekend retreat in January for an intensive training time with a speaker to work on conflict resolution, creating a schedule and time management and leading from their strengths.
A New Leaf's Volunteer Income Tax Assistance (VITA)	\$ 6,000.00	\$ -	A New Leaf, VITA Program is currently recruiting volunteers for the upcoming tax season. We are conducting multiple information sessions for prospective new volunteers and are also creating awareness about the service by participating in various community events.
Stepping Up for Seniors	\$ 3,500.00	\$ -	Stepping Up For Seniors continues to increase our visibility with social service agencies and social workers within the Surprise community. The presence of an office within the Surprise Community Resource Center has enhanced that. We continue to be available for referrals and applications for service to assist low-income seniors within the Surprise community with their health related needs.
Valley View Community Food Assistance	\$ 7,500.00	\$ -	Nothing reported as of 12/6/21
Radiant church	\$ 5,000.00	\$ -	Nothing reported as of 12/6/21
VetLink Foundation Stand Down in Surprise	\$ 5,000.00	\$ 3,620.79	We have just begun to spend the funds to support our 1st annual event for veterans. Much of the spending is in preparation for the event in terms of how to serve veterans best with the resources we have.

FY22 SCOP Update

Coffee for Vets and similar events	\$ 2,000.00	\$ 462.42	Each month we order copies of the flyer to advertise in the community and we place an additional order of coffee and bagels based on the number of RSVPs we receive. Overall new vets are coming and old vets return to meet up and enjoy one another's company.
Transform the Next Generation Initiative	\$ 4,000.00	\$ -	We have been diligently looking for the right warehouse space for our budget, since we have not found the right place yet as a board we decided to invest into marketing to spread the word and fundraising opportunities of the Transformation Treehouse mission to help Transformation the Next GENERATION. Through our new marketing materials we now have a professional booth setup for fairs and shows as well as other fundraising events in the future. The set includes a 10x20 tent with non-profit logos and colors as well as 2 fitted 6ft table covers 2 side walls and a backdrop for the 10x20 tent and 4 twelve foot flags. All to help build awareness as well so that we may gain the volunteers and fundraising opportunities to grow and fulfill our mission here in Surprise AZ
	\$ 100,000.00	\$ 35,672.11	



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Partnerships & Grants Meeting

Council Meeting Date: December 20, 2021
Submitting Department: Human Svcs and Comm
Vitality
Staff Recommendations:

Contact Person: Seth Dyson, DIRECTOR - HSCV
District: Citywide

Consent: No	Regular: Yes	Public Hearing: No	Report/Discussion: No
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Agenda Wording:

Discussion and action pertaining to future funding consideration for both the Surprise Community Outreach Grant Program and Neighborhood Grant Program.

Motion:

I move to approve the funding recommendations as discussed for the Surprise Community Outreach and Surprise Neighborhood Grant Programs.

Background:

To provide consistency amongst application-types and due to limited funding for both programs, the Subcommittee discussed streamlining the applications and elaborating on who is considered for both programs.

Objective Analysis:

To be able to provide funding for applicants without redundancy in applicants or programs.

Policy Compliant:

Yes

Financial Impact:

No

Budget Impact:

No

FTE Impact:

No

ATTACHMENTS:



CITY OF SURPRISE
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Partnerships & Grants Meeting

Council Meeting Date: December 20, 2021
Submitting Department: Human Svcs and Comm
Vitality
Staff Recommendations:

Contact Person: Seth Dyson, DIRECTOR - HSCV
District: Internal

Consent: No	Regular: Yes	Public Hearing: No	Report/Discussion: No
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Agenda Wording:

Consideration and action pertaining to the timeline and application of the Surprise Community Outreach Program (SCOP) grant program for FY23.

Motion:

I move to approve the timeline and application of the Surprise Community Outreach Program for FY23.

Background:

In an effort to support and grow the quality of life in Surprise, City Council offers the Surprise Community Outreach Program (SCOP) grant program. This program provides financial assistance to qualified non-profits that provide a direct service to Surprise residents.

Objective Analysis:

Approval of this item will allow staff to open the grant application process without any further action from the subcommittee.

Policy Compliant:

This item is compliant with City and Council policies.

Financial Impact:

The Surprise Community Outreach Program may result in up to \$100,000 in general fund expenditures annually dependent on the approved budget. Should ARPA non-profit assistance be included in this round of applications, an additional \$50,000 in expenditures would be expected.

Budget Impact:

This item is set to be included in the Fiscal Year 2023 budget approval.

FTE Impact:

N/A

ATTACHMENTS:

1. SCOP FY22 Timeline - DRAFT
2. SCOP Application 2022-23 - DRAFT



Date: December 20, 2021

To: Community Partnerships and Grants Sub-Committee

From: Seth Dyson, Director

Re: Surprise Community Outreach Program FY2022-2023

In the past, the City Council has approved program funding to support local non-profits. The following is a brief timeline of the process that will be followed to ensure that the program is consistently implemented.

December 20	Application to be reviewed for administrative changes
March 28	Funding opportunity is publicly released
April 6	Virtual Pre-Application meeting held
April 29	Applications due (5-week application period)
May ??	City Council Sub-Committee will review program applications and make a recommendation for FY23 funding.
June 1*	City Council will approve a budget that identifies the amount of program funding allocated to the Community Outreach Program
June 21	City Council will vote on recommendations for funding
June 22 - 23	Letters to awarded applicants will be issued*
	<i>*Upon full Council approval</i>
June/July	Initiate and finalize contracts with awardees

**Date subject to change*

October 14, 2022	Quarterly Report due from program recipients, including requests for reimbursements
January 16, 2023	Quarterly Report due from program recipients, including requests for reimbursements
April 17, 2023	Quarterly Report due from program recipients, including requests for reimbursements
June 16, 2023	End of program report due, including final requests for reimbursements. Final presentation to Sub-Committee



S U R P R I S E

A R I Z O N A

COMMUNITY OUTREACH PROGRAM

GUIDELINES AND APPLICATION

FY 2022-2023



Surprise Community Outreach Program FY2022-2023

The City of Surprise is pleased to announce the Community Outreach Program. The major purpose of the program is to provide funding assistance to organizations within the City of Surprise for programs, events, and activities that enhance the overall lifestyle of the community.

To be considered for the program, applicants must meet eligibility requirements and submit a completed application.

Applications for FY2022-2023 will be accepted until Friday, April 29, 2022.

Applications must be concise and filled out completely. Applicants who receive an award during one fiscal year must re-apply for consideration for any subsequent rounds of funding.

A non-mandatory virtual pre-application meeting will be available to all applicants. This meeting will include information about the community outreach program and application process. To attend, please send an e-mail to Jodi Tas with your RSVP to the meeting. You will then receive an invitation with Webex information. This meeting will be held on:

**Thursday, April 6, 2022
2:00pm
Webex Meeting**

Official notification will be sent to all applicants following official action by the Surprise City Council. Successful applicants must sign and return the acceptance form before funds are awarded. All funding decisions are final. No appeal process is available.

Thank you for your interest. For questions about the application or the program, please contact Jodi Tas at (623) 222-1330 or jodi.tas@surpriseaz.gov.



Guidelines

1. Receipt of an award does not guarantee continued support in subsequent years.
2. Applicants must have enhancement of community lifestyle as their primary mission.
3. Applicant must provide an event, program, or activity that makes Surprise better.
4. The proposed project must take place in the City of Surprise and be open to the public.
5. New applications are required for every round of funding.
6. Applications must include any pertinent financial data, including a proposed budget.
7. Late or incomplete applications will not be accepted.
8. Final reports are due within thirty days of the completion of the program/event/activity. Late or incomplete final reports may hinder an applicant's future funding eligibility.
9. Quarterly updates and a final presentation to the committee may be required.
10. Award recipients will acknowledge the award in all programs, press releases, and other publicity with the following credit line: "_____ is supported by an award from the City of Surprise Community Outreach Program."
11. All applicants agree by accepting the award that all activities surrounding the function will be open to all members of the public and no person shall be denied access to, or participation in, the events on the basis of race, color, national origin, sex, religion, or disability.
12. Maximum award per applicant will be \$10,000.
13. Funds are provided on a reimbursement basis; no upfront monies will be distributed.
14. Applicants must provide 501(c)3 verification by providing a list of the organization's board of directors, a copy of the non-profit federal tax status 501(c)3, a copy the 501(c)3 Arizona Corporate Commission annual report and W9 Form. Or the applicant must partner with a 501(c)3 organization.
15. Awarded applicants do not have authority or privileges associated with City sponsorship, donations and/or in-kind not identified within the grant award letter (example: Channel 11, Progress Magazine, rental equipment, etc.).
16. Applicants must present their proposal to the Council Sub-Committee on Community Outreach Partnerships & Grants during the May ??, 2022 meeting. The meeting is currently scheduled for 3:00PM at Surprise City Hall, Council Chambers, 16000 N. Civic Center Plaza. Additional meeting information will be sent upon receipt of application.

Comment [DP1]: Increase due to ARPA??



**COMMUNITY OUTREACH PROGRAM
2022-2023 FUNDING APPLICATION**

Section 1

Date: _____

Organization Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Contact Person/Title: _____

Name of the project/activity for which you are requesting funding: _____

Please indicate the amount of funding you are requesting: \$_____

Did you receive Community Outreach Program funding last year? _____

Have you applied for other grant funding such as CDBG Public Service funding from the city: Yes No

Has your organization been impacted by the COVID-19 pandemic? Yes No

If yes, please describe how the organization has been impacted:

Authorized Agency Representative

Title

Date



Section 2

Eligibility Criteria

1. Applicants must provide direct services which improve the health and welfare of Surprise residents. The Community Partnerships & Grants Sub-Committee is interested in seeing proposals focus on the following areas/groups in Surprise:
 - a. Community building events
 - b. Programs and services which respond to the Surprise [Community Needs Assessment](#) high priority needs areas and populations :
 - i. Low to moderate income individuals and families/youth
 - ii. Homeless individuals and families/youth
 - iii. Individuals with disabilities/special needs
 - iv. Seniors (over 62 years of age)
 - v. Veterans
 - vi. Survivors of violence (domestic, sexual, and hate crimes)
 - vii. Individuals with mental health, behavioral health, substance abuse, and health care treatment needs
2. Applicants that received previous funding must be current in their reporting and have submitted timely and accurate reports.
3. Applicants must demonstrate the ability to generate revenue from other sources.



Application Directions

- a. Please provide comprehensive and clear responses to each of the sections below. Respond to all questions, if a question does not apply to your proposal; indicate this by responding "Not Applicable". Times New Roman or Arial 12 point font and black type must be used. It is preferred that completed applications be emailed to jodi.tas@surpriseaz.gov. If it is not possible to email the application, please call Jodi Tas at 623.222.1330.
- b. Please respond to the following questions with clear and specific information. The following questions will be ranked on a point system of up to **100 points**.
 1. Provide a brief description of your proposed program/event/activity. Include any previous history, evidence that the event will take place in the City of Surprise, any partnerships with other groups/organizations and how the SCOP funds will be used. (no more than one page) **25 points**
 2. Demonstrate the need for the proposed project/program. (no more than 1/2 page) **25 points**
 3. Specify the total number of persons expected to be served by this project during the funded year and the number of Surprise residents who will be served. (no more than 1/2 page) **15 points**
 4. Identify one goal and three measurable objectives which will be met by this project. (no more than one page) **15 points**
 5. Provide evidence of other leveraged resources. (No more than a paragraph) **10 points**
 6. What is the minimum amount you could accept in order for your program/event/activity to be successful? **10 points**

The City of Surprise reserves the right to reject any and all applications and to waive any requirements in an application when it deems it necessary and in the best interest of the City.



Application Checklist

- ☐ Completion of Application sections B 1 through 6
- ☐ Application typed and signed
- ☐ Proposed budget
- ☐ 501(c)3 verification includes all items listed below or the applicant must partner with a 501(c)3 organization:
 - List of board of Director's
 - Copy of the non-profit federal tax status 501(c)3
 - Copy the 501(c)3 Arizona Corporate Commission annual report
 - Completed W9 Form
- ☐ Any additional documentation supporting your proposed project

***Turn in this checklist, the application, and all corresponding items no later than 5pm Friday, April 29, 2022.
Late or incomplete applications will not be accepted.***

Section 3

Budget

SCOP Expense Report 2022-2023

PROGRAM: Surprise Community Outreach Program (SCOP) 2022-2023

Request \$

Start Date 07/01/2022

Other Funds \$

End Date 06/15/2023

APPLICANT INFORMATION:

Name: _____

Address: _____

Email: _____

Total Cost \$

Program Manager

Phone Number

	Description	Cost	SCOP Request	Other Funds	Total
1					-
2					-
3					-
4					-
5					-
6					-
7					-
8					-
9					-
10					-
TOTAL:					-

CEO Signature: _____
(Or authorized representative)

Provide a brief justification of all line items on a separate sheet.