

**CITY OF PRESCOTT  
ACKER TRUST**

**GRANT APPLICATION GUIDELINES  
Fiscal Year 2010**

1. Application materials are now available for Fiscal Year 2010 (July 1, 2009 to June 30, 2010). Applications may be obtained online (download from PDF) or at the Parks & Recreation Office, 824 E. Gurley St., Prescott, AZ 86301. Please call Michelle Stacy at 928-777-1552 with questions.
2. Deadline for all application materials for Fiscal Year 2010 will be 5:00 P.M. on Friday, February 27, 2009. Incomplete applications, including missing attachments, will not be considered. Completed applications must be returned to this address:

CITY OF PRESCOTT  
ACKER TRUST BOARD  
125 N. ARIZONA ST.  
P.O. BOX 2059  
PRESCOTT, AZ 86302

3. It is considered desirable that applying agencies identify where non-Acker funds are available or are being sought. Acker Trust may fund a project in part, or in its entirety, at the discretion of the Board. Those organizations which have established a history of successful activities will be given a higher priority.
4. To be eligible, all agencies wishing to apply must be incorporated in the State of Arizona and recognized as a non-profit (501-C 3 status) by the IRS prior to application deadline of February 27, 2009 the (501(c)(3) cannot be pending. Include a copy of your IRS 501(c)(3) letter of nonprofit status determination.
5. To be considered for a grant, the application must include the following items:
  - Corporate Tax Return (IRS Form 990), or organizations FY09 year-end budget and balance sheet listing all assets and liabilities if gross income is under \$25,000
  - Organization's most recent fiscal year budget
  - Project Budget (use attached form)

6. The City of Prescott's Acker Trust Board requires an evaluation and financial report within 60 days after the completion of each funded project. Organizations not in compliance with this requirement may not be considered for future funding.
7. Only funding requests meeting the criteria set by the August 7, 1959, Court Decree which settled Mr. Acker's estate will be considered. (See attached.)
8. It is mandatory that the applicants appear at the Acker Trust Board meeting when applications are being considered, for a five-minute oral presentation to the Board. Organizations not represented at this meeting will not be considered. It is the responsibility of the applicant organization to confirm the presentation date by contacting Parks & Recreation staff at 777.1552 or the address listed in Item 2 (an approximate time table is attached).
9. All materials (posters, flyers, programs, etc.) pertaining to funded projects must list the City of Prescott's Acker Trust as a funding source. The acknowledgement of the City of Prescott's Acker Trust should be obvious to all who read the materials. Recipient organizations should also endeavor to ensure that news accounts contain acknowledgement of City of Prescott's Acker Trust support.
10. Should funds, for any reason, not be utilized as requested and stated in the application for the Acker Trust Grant, those funds must be returned to the City of Prescott's Acker Trust Board within 60 days.

# **Criteria for Application**

and use of  
**CITY OF PRESCOTT'S  
ACKER TRUST ASSETS**

## **J.S. Acker Will**

The Superior Court Decree of Distribution dated August 7, 1959, which settled the Estate of J.S. Acker and established what is now known as the Acker Trust, is the controlling legal document for conduct of the Trust. It states the Trust is for *"purposes of improving and perpetually maintaining parks and for the purpose of promoting music, all for the use and benefit of the public."*

Some further guidance as to Mr. Acker's intent can be found in his Will of March 25, 1949. After describing two tracts of land he left specifically for parks, Mr. Acker states, *"I give to the City of Prescott... for the use of our people, the children in particular."*

Paragraph six of his Will states: *"All the residue of my estate, after payments as above set forth, together with expenses incident thereto and administrators fees, I give to the City of Prescott, to be used for parks and for promotion of music particularly for children."*

His instructions to his Administrators further state, *"As funds are realized from the Estate, you can apportion and spend such moneys for the improvement of said parks and for the promotion of music in the City Schools or otherwise in advancement of musical culture in the community."*

Opinions of three past City Attorneys indicate that funds are restricted to use by residents of the City of Prescott. Funds for parks are limited to capital expenditures and maintenance of those items purchased with Acker Trust funds, while funds for promotion of music are not limited to capital expenditures.

## TIMELINE FOR APPLICANTS

### Acker Grant Fiscal Year FY09/10

<b>Date</b>	<b>Action</b>
Dec. 5, 2008 (on or before)	<b>Applications Available</b> and can be downloaded from the Parks & Rec website: <a href="http://www.cityofprescott.net/services/parks/admin.php">www.cityofprescott.net/services/parks/admin.php</a> or picked up at 824 E. Gurley St, Prescott, AZ 86301, or call Michelle Stacy at 777-1552 for more information.
Feb. 27, 2009	<b>Application Deadline</b> – Turn in applications at 125 N. Arizona Ave, Prescott, AZ
March 19, 2009	<b>Presentation Meeting</b> – Applicants must present their proposal to the Acker Trust Board (Location to be determined)
April 7, 2009	Acker Trust Board reviews and votes on distribution of funds to applicants.
June 23, 2009	City Council reviews Acker Trust Board recommendations and vote
July 7, 2009	Announcement letters sent to applicants through Parks and Recreation staff
Funding:	Funds will be dispersed upon completion of grantee’s program
Note:	Dates are approximate and it is the applicants responsibility to confirm deadlines and presentation dates, which are applicable to them.

Received date: \_\_\_\_\_



**CITY OF PRESCOTT  
ACKER TRUST FUND  
GRANT APPLICATION**

Name of  
Organization \_\_\_\_\_

Mailing  
Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Person to Contact \_\_\_\_\_

Daytime Phone # \_\_\_\_\_

Email Address \_\_\_\_\_

1. Provide a one sentence description of the project for which Acker funds are being sought:

2. Funding request: \$ \_\_\_\_\_

3. Brief History and Background of your Organization (300 words or less):  
(You may attach a separate page)

4. Primary goals and objectives:

5. How many Prescott schoolchildren do you anticipate your program will serve? \_\_\_\_\_

6. Organization Profile (Describe your organization and how it serves the community):

7. Previous Funding (If your organization received previous funding from the Acker Fund, please describe the project. What project goals were achieved? Who were the participants? What was the total in attendance? (Summarize how the funds received assisted the organization.)

8. Describe the project to take place with the assistance of Acker Trust Funds.

9. What activities will take place? What age groups will be targeted?
  
  
  
  
  
  
  
  
  
  
10. How will you ensure that Prescott will benefit from Acker funding?
  
  
  
  
  
  
  
  
  
  
11. What steps did you follow in determining a need for this program?
  
  
  
  
  
  
  
  
  
  
12. Evaluation: What methods will you use to evaluate the success of this project?

**Note:** The following material is to be submitted with all grant applications. No material will be accepted after the grant deadlines and incomplete applications and material will not be considered.

**Compliance Checklist:**

- Corporate Tax return (IRS Form 990), if applicable and organization's current balance sheet listing all assets and liabilities
- Organization's most recent fiscal year budget
- Include Sources and Uses of Funds Statement for budget
- Project Budget (use attached format)
- 501(c)(3) or statement on letterhead stating the organization is either a municipality, public school, or Indian Tribe
- Grant Application

Project  
Director: \_\_\_\_\_

Email Address \_\_\_\_\_

Mailing  
Address: \_\_\_\_\_  
City, State,  
ZIP \_\_\_\_\_

Daytime  
Phone# \_\_\_\_\_

Signature of Project  
Director \_\_\_\_\_

Authorizing  
Official \_\_\_\_\_ Title \_\_\_\_\_

Email Address \_\_\_\_\_

Address \_\_\_\_\_  
Daytime  
Phone # \_\_\_\_\_

Signature of  
Authorizing Official \_\_\_\_\_

**PROJECT BUDGET FOR:**

---

<b>FUNDING</b>	
<b>Earned Income</b>	
1. Admissions	
2. Contracted Services	
3. Other Revenue	
<b>Support: (Contributed Income)</b>	
4. Corporate Sponsors	
5. Foundations Grants	
6. Private Contributions	
7. Governmental Support (Identify source)	
a) Federal: _____	
b) State: _____	
c) City or County: _____	
8. Applicant Cash	
<b>Total Existing Funding:</b> (lines 1 thru 8)	
Grant Amount Requested:	
<b>TOTAL FUNDING:</b>	
<b>EXPENSES:</b>	
9. Personnel / Staff (include salary and benefits)	
a) Administration	
b) Artistic	
c) Technical / Production	
10. Outside Fees and Services (provide details)	
a) Artistic	
b) Development	
11. Product Expenses	
12. Rental Expenses	
13. Promotion	
14. Other Operating Expenses	
<b>Total Project Cost:</b> (lines 9 thru 14)	
Note: "Total Funding" should equal "Total Project Cost"	