



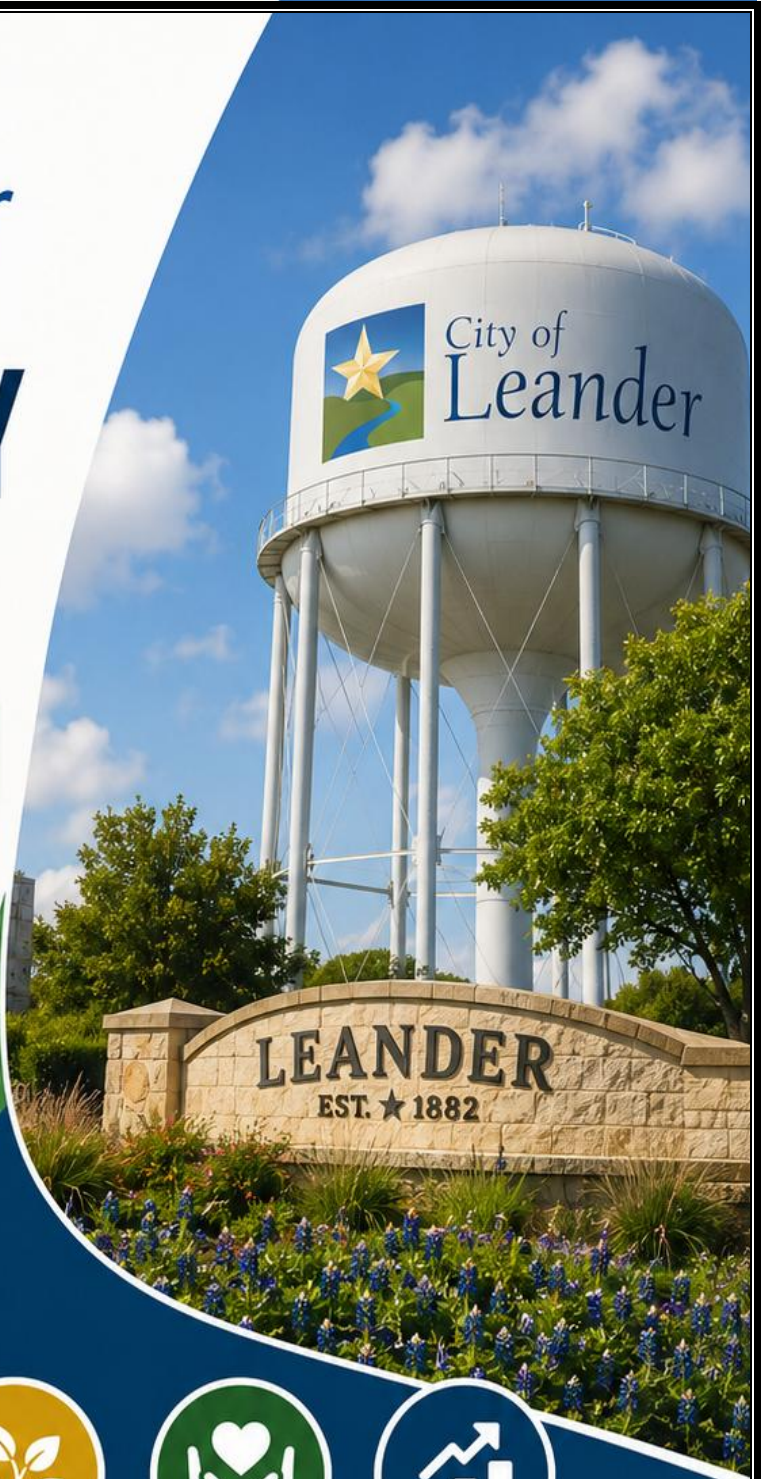
City of
Leander

COMMUNITY RESOURCE GRANT PROGRAM



NOTICE OF FUNDING OPPORTUNITY (NOFO)

Partnering with local organizations
to strengthen our community
and enhance the quality of life
for all Leander residents.



COMMUNITY



PARTNERSHIP



GROWTH



SERVICE



IMPACT



APPLICATION PERIOD

Dates will be announced on the
City of Leander website.



LEARN MORE & APPLY

Visit www.leandertx.gov/grants
for program guidelines and
application materials.



Community Resource Grant Program - Notice of Funding Opportunity (NOFO)

Program Overview

The **City of Leander (City) Community Resource Grant Program (CRGP)** provides competitive grant funding to qualified nonprofit organizations that deliver programs and services that directly benefit City of Leander residents. The purpose of the program is to strengthen public partnerships, improve quality of life, and support civic-organizations that address identified community needs through measurable, outcome-driven services.

For Fiscal Year 2027, the City has allocated \$100,000 for this grant cycle. It is anticipated that multiple organizations will receive awards; however, the City reserves the right to award the number of grants based on the quality of applications received, demonstrated community need, available funding, and funding recommendations.

Grant awards are competitive and are not guaranteed. Submission of an application does not obligate the City to provide funding.

The initial grant term is one year. The City may offer a second round of awards, depending on the availability of annual City funding. Selection for the second round will be competitive and is not guaranteed for recipients from the first round; it will be based on the organization's satisfactory performance and compliance with all grant requirements.

Funding Information

- Total Funding Available: \$100,000
 - Number of Awards: Multiple
 - Grant Period: One (1) year
 - Maximum Award: Determined by available funding and demonstrated need
 - Matching Funds: Not required
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Eligible Organizations

To be considered for funding, applicants must meet all of the following minimum eligibility requirements.

ORGANIZATIONAL REQUIREMENTS:

- Be recognized by the Internal Revenue Service as a tax-exempt nonprofit organization.
- Hold one of the following IRS classifications:
 - 501(c)(3)
 - 501(c)(4)
 - Other tax-exempt organizations (subject to City review and approval)
- Be in good standing with all applicable federal, state, and local laws.
- Have operated continuously for a minimum of one (1) year prior to the application deadline.
- Maintain adequate financial management and internal control systems.
- Have an active governing board responsible for organizational oversight.

SERVICE/PROGRAM REQUIREMENTS:

- Primarily benefit residents of the City of Leander.
 - Address an identified community need.
 - Demonstrate measurable outcomes.
 - Be capable of collecting and reporting performance data.
 - Use grant funds solely for approved public benefit activities.
-

Eligible Program Activities

Grant funds may be used to support programs and services that directly benefit City of Leander residents, including but not limited to:

SAFETY & SECURITY:

- Utility Assistance
- Food Assistance
- Rent Assistance
- Mortgage Assistance
- Clothing Assistance
- Homeless Services
- Transitional Housing
- Home maintenance and safety improvements
- Fall Prevention
- Hoarding Mitigation

WELLNESS:

- Mental Health Services
- Medical Care Access

- Programs Addressing Social Isolation

SUPPORT SERVICES:

- Workforce Development
- Job Training
- Financial Literacy
- Other programs demonstrate a direct benefit to Leander residents

Organizations may request funding for one or multiple eligible service categories.

Population Served

Applicants must identify the populations served through the proposed program.

Examples include:

- Low-Income Individuals and Families
- Seniors
- Veterans
- Children and Youth
- Individuals Experiencing Homelessness or At Risk of Homelessness
- Persons with Disabilities
- Families
- Survivors of Domestic Violence
- Other Vulnerable Populations

Applicants must estimate the number of City of Leander residents and Zip Codes expected to be served during the grant period.

Application Requirements

The Community Resource Grant Application must be submitted electronically through the City's CivicPlus Portal. The CivicPlus Portal serves as the official grant application system of record. Euna Solutions is utilized for scoring criteria and vendor registration.

To ensure your application is complete and eligible for scoring, all required application and back up documents must be completed in the CivicPlus Portal and uploaded to Euna Solutions.

The application consists of the following sections:

1. Organization Information
2. Organizational Capacity
3. Program Information
4. Services Provided
5. Program Outcomes
6. Program Budget

- 7. Sustainability
- 8. Collaboration
- 9. Required Uploads
- 10. Certifications

(Incomplete applications may be rejected without further review.)

Required Documentation

The following documents must be uploaded with the application.

Required

- Completed Application from the City of Leander website at <https://www.leandertx.gov/1042/Community-Resource-Grant-Program>
- IRS Determination Letter
- IRS Form 990 (most recent)
- Current Operating Budget
- Most Recent Financial Statements
- Board of Directors List
- W-9
- *Certificate of Insurance, naming the City as a certificate holder*
- *Completed Grant Project [Budget Template \(XLSX\)](#)*
- *Completed [Conflict of Interest Policy and Disclosure Statements for Applicants \(PDF\)](#)*
- Conflict of Interest Form

Optional (if available)

- Independent Financial Audit
- SAM Registration

Instructions for Submitting Your Application

1. *Complete the Community Resource Grant Application in its entirety including required documentation in the CivicPlus Portal.*
2. *Upon completion, select “Submit and Print,” then choose “Print.” In the print dialog, select “Print as PDF” and save the file to your computer for your records.*
3. *After saving the PDF, navigate to Euna ([link to Euna website](#)). If you do not have an account, please create one and log in.*
Follow the platform instructions to upload your application and all required documents as two separate uploads:
 - *Upload the PDF version of your completed application.*
 - *Upload all required supporting files as one (1) file.*

(The City reserves the right to request additional documentation during the review process.)

Organizational Capacity Information

Applicants will provide organizational information including:

- Mission Statement
 - Years in Operation
 - Staffing Levels
 - Volunteer Participation
 - Revenue Sources
 - Annual Operating Budget
 - Financial Policies
 - Internal Controls
 - Accounting Software
 - Previous Government Grant Experience
 - Percentage of Budget Allocated to Personnel
 - Percentage of Budget Dedicated to Direct Community Programs and Services
-

Program Information

Applicants must provide:

- Program Name
- Funding Request
- Purpose of Request
- Community Need Narrative
- Estimated Number of Leander Residents to be Served
- ZIP Codes to be Served

Applicants must describe:

- The problem being addressed
 - Supporting data
 - Why the program is needed
 - Why Leander residents will benefit
-

Services and Performance Measures

For every service requested, applicants must identify:

- Service Description
- Community Need
- Number of Residents Served
- Expected Outcomes
- Performance Measures
- Program Budget Allocation

Applicants should use measurable outcomes and performance indicators whenever possible.

EXAMPLES INCLUDE:

- Increase in residents accessing services (%)
- Improvement in participant self-reported scores
- Reduction in service incidents (%)
- Sessions provided monthly
- Program completion rate
- Resident satisfaction ratings
- SMART Objectives

Grant Budget Requirements

A detailed Program Budget Narrative explaining all requested expenses is required.

Budget categories include:

- Personnel
- Fringe Benefits
- Supplies
- Equipment
- Contractual
- Rent
- Utilities
- Client Assistance
- Travel
- Other

Applicants must submit a detailed program budget using the City's Budget template provided.

Sustainability and Collaboration

Applicants must describe:

- Plan for sustaining the program after grant funding ends
- Future Funding Strategies
- Community Partnerships
- Leveraged Resources
- Volunteer Support
- Long-Term Vision

Applicants should identify community partners and indicate whether a Memorandum of Understanding (MOU) exists.

Selection Criteria

Application Evaluation and Submission Process

Applications will be evaluated using a 100-point weighted scoring system. The CivicPlus Portal serves as the official grant application system of record. Euna Solutions is used for scoring criteria and vendor registration.

To ensure your application is complete and eligible for scoring, all required application documents must be uploaded to Euna Solutions. If you do not have a Euna Solutions account, please create one.

COMMUNITY IMPACT (50%)

The extent to which the proposed program addresses a documented community need and directly benefits City of Leander residents. Reviewers will consider program design, accessibility, equity, anticipated outcomes, and the number of residents served.

PROGRAM EFFECTIVENESS (25%)

The organization's demonstrated ability to implement successful programs and achieve measurable outcomes using data, performance measures, and documented results.

ORGANIZATIONAL CAPACITY (10%)

The organization's governance, leadership, staffing, financial management systems, operational capacity, and experience managing grant-funded programs.

FISCAL RESPONSIBILITY (10%)

Financial stability, budget reasonableness, efficient use of resources, administrative cost management, and the percentage of expenditures dedicated to direct community services.

SUSTAINABILITY AND COLLABORATION (5%)

The organization's ability to sustain services beyond the grant period through diversified funding, partnerships, volunteer engagement, and long-term planning.

The City reserves the right to request interviews, site visits, or additional documentation to verify information submitted in the application.

Reporting Requirements

Organizations awarded funding must execute a Grant Agreement with the City of Leander and submit required performance and financial reports.

At a minimum, reports must include:

- Grant expenditures
- Budget-to-actual comparisons
- Description of services provided
- Number of Leander residents served
- Performance measures achieved
- Program outcomes
- Administrative and personnel expenditure

- Challenges encountered
- Corrective actions implemented, if applicable

Failure to comply with reporting requirements may result in repayment of funds, suspension of payments, or ineligibility for future City funding.

Award Process

Applications will undergo:

1. Administrative Eligibility Review
2. Completeness Review
3. Evaluation by Review Committee
4. Funding Recommendation
5. City Approval
6. Grant Agreement Execution
7. Payment Processing

All funding recommendations are subject to approval by the City of Leander.

Projected Grant Award Schedule

Milestone	Date
Notice of Funding Opportunity Released	September 1, 2026
Application Deadline	October 30, 2026, at 2:00pm CST
Question Submission Deadline	October 16, 2026, at 2:00PM CST
Application Eligibility Review & Verification	September 1 – November 13, 2026
Informational Meeting (Virtual)	September 17, 2026 at 2:00pm CST
Award Selection Notification	November 20, 2026
Grant Agreements Issued	December 2, 2026
Contract Execution & Payment Processing	Upon receipt of signed agreements

**Please note dates are subject to changes, please visit website or contact the City for updates. **

Applicant Certifications

Before submitting the application, applicants must certify that:

- I have read and understand the Notice of Funding Opportunity.
- I understand that submission of an application does not guarantee funding.
- I understand that incomplete applications may be rejected.
- I certify that all information provided is true and accurate.
- I certify that any grant funds awarded will be used solely to provide programs and services benefiting City of Leander residents.

Applicant certification is implicit when an application is submitted to the City via the City's Euna/Bonfire portal.

Contact Information

Questions regarding this Notice of Funding Opportunity or the application process should be directed to the City of Leander Grants Administrator at the Grants@leandertx.gov.

The City of Leander reserves the right to amend this Notice of Funding Opportunity, revise funding amounts, modify timelines, request additional information, reject any or all applications, or cancel the funding opportunity at any time if determined to be in the best interest of the City.

EXHIBIT A: Budget Template



CITY OF LEANDER — COMMUNITY RESOURCE GRANT PROGRAM

PROGRAM BUDGET TEMPLATE

Applicants must submit a detailed program budget and a Budget Narrative explaining all requested expenses.

Applicant / Organization Name Program / Project Title Funding Period Date Prepared
 Contact Person Contact Email Contact Phone Grant Amount Requested
 Total Program Cost Other Funding Sources City Funding Requested

Instructions: Enter each requested expense below. Use one line per cost item and provide a detailed calculation.

Budget Category	Expense / Line Item	Description / Calculation	Quantity	Unit Cost	Total Requested	Other Funding	Total Cost	Purpose & Justification	Notes / Supporting Information
Personnel					\$0.00		\$0.00		
Fringe Benefits					\$0.00		\$0.00		
Supplies					\$0.00		\$0.00		
Equipment					\$0.00		\$0.00		
Contractual					\$0.00		\$0.00		
Rent					\$0.00		\$0.00		
Utilities					\$0.00		\$0.00		
Client Assistance					\$0.00		\$0.00		
Travel					\$0.00		\$0.00		
Other					\$0.00		\$0.00		
TOTAL PROGRAM BUDGET					\$0.00	\$0.00	\$0.00		

Budget Category	City Requested	Total Cost
Personnel	\$0.00	\$0.00
Fringe Benefits	\$0.00	\$0.00
Supplies	\$0.00	\$0.00
Equipment	\$0.00	\$0.00
Contractual	\$0.00	\$0.00
Rent	\$0.00	\$0.00
Utilities	\$0.00	\$0.00
Client Assistance	\$0.00	\$0.00
Travel	\$0.00	\$0.00
Other	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00



City of **Leander**



BUILDING A BETTER FUTURE TOGETHER



THANK YOU FOR REVIEWING THE NOFO.



Any questions,
contact City's Grant Administrator at
Grants@leandertx.gov



COMMUNITY
Connected.



INTEGRITY
Trusted.



SERVICE
Dedicated.



EXCELLENCE
Driven.



www.leandertx.gov