



**EAST BATON ROUGE PARISH  
CITY OF BATON ROUGE  
OFFICE OF COMMUNITY DEVELOPMENT**

**Grant-Loan Request/Application**

Grant/loan applicants are strongly advised to review the US Housing and Urban Development guidelines, which are available at <http://www.hud.gov/offices/cpd/communitydevelopment/programs/>.

The web site provides information regarding HUD's requirements and regulations for recipients using federal HUD dollars.

This Request for Grant/Loan Application is to be submitted to The Office of Community Development, East Baton Rouge Parish, 300 Louisiana Avenue, Baton Rouge, LA 70802. Office hours are Monday through Friday from 8:00 AM to 5:00 PM.

One copy including original signatures is all that is required for submission.

If applicable, grant applicants are to indicate if they have open grants/loans with OCD. No new grant will be considered if reports, monitoring requirements or loan payments are outstanding.

This document is ONLY a Request for an Application. If approved to submit an application, the official application will be forwarded to the applicant with a specific date for the return submission. The official application will then be considered for approval or denial by OCD and East Baton Rouge Administration.

All Requests for Applications at this time are for the funding year beginning October 1, 2011. Requests for Applications received will be considered for current year funding only if unexpected circumstances create available funding in an eligible category.

Questions may be forwarded by email to [ocd@ci.baton-rouge.la.us](mailto:ocd@ci.baton-rouge.la.us).

**(Revised January 26, 2010)**

## Organization Information

Applicant Organization (Legal Name):

Street Address:

City/State/ZIP:

Phone:

Fax:

E-mail:

Web Site:

Federal ID Number :

Executive Director:

Direct Phone:

Individual / For Profit Corp. / Non-Profit 501©(3) / Governmental / Other  
( Check One )

Organization's Budget:

Revenue:

Expenses:

Organization's Mission:

Recommended to OCD by :

**Program/Project Information Related to this Grant/Loan Application Request:**

Program/Project Title:

Amount of this request:

Total Budget for this Program/Project:

Source of other Funding:

Program/project Time Period: From / To

Application Request contact person:  
Title:  
Email:  
Direct Phone:  
Fax:

Description of the Program/Project Including a Budget of Project Expenses and Source of Funds

attach one additional sheet if necessary \_\_\_\_\_.

Brief demographic description of who will benefit from the Program/Project, including the number of lower income persons/families who will be impacted and/or affected:

Area served by Program/Project: Provide location by Street address or service area boundaries by street names. Attach a map if necessary.

**Type of Grant/Loan Request: (check all that apply)**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Housing Development          | <input type="checkbox"/> Public Services by Non-profit | <input type="checkbox"/> Public Facilities / Infrastructure |
| <input type="checkbox"/> Non-Profit Public Facilities | <input type="checkbox"/> Housing Loan Assistance       | <input type="checkbox"/> Housing Repairs                    |
| <input type="checkbox"/> Non-Profit Volunteer Program |  | <input type="checkbox"/> Economic Development               |

Do you have the ability to provide a Personal or Corporate Guarantee for the Loan Amount ?

Yes     No

Previous OCD funding for this Program/Project?

Yes     No     Describe:

Physical Address of Project including zip and Council District.

The undersigned hereby certify that the information contained in this Grant/Loan Application Request is correct to the best of our knowledge. We understand that this is only a request for the ability to apply for funding through the Office of Community Development. If accepted by OCD, a formal application/agreement will be forwarded to the applicant.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

**Authorized representative acknowledges that this is a request for an application only. Upon approval to apply and if funding is awarded by the Mayor and/or Metro-Council, no funds may be obligated from OCD or from the recipient to a vendor, contractor or consultant until an environmental review is completed and a written Release of Funds is issued. All contracts for purchases and construction must follow City/Parish procurement policies including a public bid process unless waived in writing by OCD.**