

## TOWN OF SOUTHAMPTON

### 2026 Community Development Block Application Instructions and Requirements For Grant Public Service Groups/Sub-Recipients

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Please remember to sign and date your application. You will need to submit an original and one (1) copy to this office no later than 12:00PM on **Friday, October 17, 2025.**

**Description of Project:** Please give a brief description of your project/program. You may add additional, double spaced sheets if needed.

**Define Community Associated with the Activity:** Give a brief description of the type of population to be assisted by either the capital project or the public service program. You may add additional, double spaced sheets, but please keep it brief.

**Anticipated Accomplishments:** Please outline what you hope to accomplish under the project and/or program in this application. Public service applicants should include the type/method of measurement used to determine their accomplishments. You may add additional double spaced sheets.

**Choosing a Category:** Please enter the number of persons that will be assisted by this project or program.

**Eligibility Criteria:** Please check one of the three options for this category and attach supporting documentation, double-spaced, if needed. If you require help with this question, please contact our office at 631-702-1730 and we will help you determine your needs.

**Cost Estimate:** Please fill out the budget information needed as it pertains to your application.

#### **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED**

In order to assure the proper review of agencies requesting funding through the Community Development Block Grant (CDBG) Program, the Town of Southampton will review applications for funding on a merit-based system. Pursuant to federal regulations, all agencies applying for an award of CDBG funds must comply with the following list of requirements before funding is considered:

#### **CDBG Eligibility Requirements:**

The Town of Southampton has set certain criteria that would be acceptable for any not-for-profit organization to assure that the agency has the support services and financial capacity to carry out the services to be provided with the granted funds. The criteria are as follows:

- 1) A completed application for funding;
- 2) A 501(c)3 with a fully functioning board and submit board minutes containing the approval for request of CDBG funding;
- 3) Provide UEI# (which replaced the DUNS number) and most current IRS form 990;
- 4) Demonstrate capacity and ability to provide services rendered through documented successes and/or follow up of a viable program;
- 5) Maintain records in compliance with all applicable federal guidelines, including Title VI and ADA;
- 6) Submit liability insurance and most current audited financials, which indicate liquid assets of at least \$25,000 and an operating account of at least \$10,000.

*Please be aware that non-compliance may result in retraction of the award.*

*Any additional sheets attached should be double spaced.*

**Questions? Call 631-702-1731 or  
email [jfitzgerald@southamptontownny.gov](mailto:jfitzgerald@southamptontownny.gov)**

