

**RESOLUTION ESTABLISHING A POLICY FOR
REQUEST FOR FUNDING FROM
COMMUNITY CHARITABLE ORGANIZATIONS**

WHEREAS, NCGS 160A-20.1 authorizes a city to assist non-profit agencies who carry out a public purpose; and

WHEREAS, various non-profits assist the city with carrying out its mission by meeting a public need of the residents of the City of Sanford which is not addressed by the City of Sanford services or which supplement an existing service provided by the City of Sanford, thereby relieving the City of the costs of providing that services; and

WHEREAS, decisions on whether to assist charitable organizations carrying out a public purpose lie within the discretion of the City Council and within the limit of funds available within the city budget; and

WHEREAS, to effectively, efficiently and equitably allocate limited resources to organizations, the City of Sanford proposes guidelines to assist with decisions on whether to address requests for support from charitable organizations.

NOW, THEREFORE, BE IT RESOLVED by the Sanford City Council that the following process is established as the policy for meeting the needs of charitable organizations and their requests for financial assistance:

Section 1.

Purpose

Local charitable (non-profit) organizations who carry out a public purpose may apply to the City of Sanford for financial assistance. Decisions on funding lie within the discretion of the City Council and within funds available.

Eligibility

Organizations applying for funding shall be tax exempt 501(c)(3) organizations and must have a track record of meeting a community need by having been in operation for at least two (2) years prior to the request for assistance. The organization must submit a completed application request for funding with supporting information as required. Funds shall only be appropriated for public purposes and shall not inure to the benefit of any individual; not be used for political activities, to support any election campaign or political party; or support any group or activity that discriminates based on race, color, religion, sex, national origin, disability or age. The City reserves the right not to fund any or all organizations.

Section 2.

Goals

- Promote the City of Sanford as a destination for business, industry, residency, culture, recreation, and ---
- Keep the citizens of Sanford safe and healthy.
- Ensure citizens of Sanford have access to adequate, safe and affordable housing.
- Promote the cultural heritage and quality of life for Sanford Citizens.
- Assist with crime prevention and public safety to protect the individual and the public as a whole.
- Encourage economic development of the community.
- Encourage recycling and protection of the environment.

Section 3.

Application

Agencies requesting funding shall supply a completed application along with a cover letter explaining how the funds requested will meet a public need of the residents of Sanford, or will supplement an existing service provided by the City of Sanford, or implements an identified goal established by the City Council. Additional information must be submitted as required by the funding application. Proof of non-profit status and financial information must be submitted with the application. Funds not expended for a public purpose shall be returned to the City of Sanford. Request for funding shall be evaluated by the City Council and all decisions on funding remain in the discretion of the City Council. Each application is evaluated on its own merits and previous allocations do not indicate approval or denial.

Procedures

1. Applications will be available on the city's website and at City Hall.
2. Completed applications with all supporting information must be submitted by January 31 for consideration in the annual budget.
3. Applications will be forwarded to City Council and decisions on funding must be made prior to March 1 in order to be included in the Manager's Proposed Budget.
4. Rare requests for emergency funds may be submitted throughout the year but funding shall only be made upon a unanimous vote of the City Council. All such requests shall submit the same application with accompanying information required for the normal application process.

Review Criteria

City Council shall evaluate applications and make decisions regarding funding based on, but not limited to, the following criteria:

1. Does the request carry out a public purpose?
2. Does the request meet a public need of the citizens of Sanford that is not addressed by the city services or which supplements an existing service

provided by the city or implements an identifiable goal of the City Council?

3. Is there a strong need in Sanford for this agency's program/services?
4. The number of citizens being served by the organization.
5. Is the application complete?
6. Are the goals or outcomes and plan for the funds clearly defined and quantifiable?
7. Can the organization show a measurable impact on the economy of the City of Sanford, e.g. the number of visitors brought to Sanford or a reduction in the work funded by the City of Sanford?
8. Does the agency have a record of meeting its mission or the capacity to complete the proposed project/activity?
9. Do the financial records indicate fiscal accountability?

Section 4.

Legal Requirements

All organizations shall certify that the agency will comply with all federal, state and local laws and regulations. Funds distributed by the City of Sanford may only be spent for the authorized purposes. Proof of expenditures may be requested as verification by the City. The organization will submit promptly to the City Manager any information requested related to any program/project for services assisted by the City, and will comply with any audit requirements of the City, or state or federal law.

Any organization receiving funding will hold the City of Sanford harmless from any claim or liability that may arise or result from the operation of any program or services assisted with funding from the City of Sanford.

Section 5.

This Resolution shall become effective upon its adoption and may be amended from time to time by majority vote of the City Council.

Adopted this 19 day of June 2012.


Cornelia P. Olive, Mayor

Attest:


Bonnie D. White, City Clerk

City of Sanford Nonprofit Agency Grant Application Overview

The City of Sanford Government accepts applications for funding of local nonprofit organizations. The Sanford City Council invites all interested nonprofit organizations to submit an application based on need. The application and evaluation process for funding is driven by the applicant organization's mission as it corresponds to considerations of the City of Sanford:

The consideration of the City of Sanford Government is to enhance the quality of life for its citizens, by providing education, safety and security, health and human services, economic development, cultural and recreational resources.

-
- Sanford citizens are safe.
 - Sanford enjoys a prosperous economy.
 - Sanford citizens enjoy a healthy environment.
 - Sanford's citizens enjoy a community that is vibrant, rich in aesthetic beauty and embraces and promotes its cultural heritage.
 - Children are ready for and succeeding in school.
 - Every citizen in Sanford has access to adequate, safe and affordable housing.
 - Sanford citizens are healthy.
 - Sanford citizens enjoy sustainable, thriving neighborhoods with efficient and well-maintained infrastructure.
 - Senior adults have optimum choices for the highest quality of life.

Eligibility

Any nonprofit agency requesting financial assistance must show a measureable impact on the economy of the City of Sanford, e.g. a number of visitors brought to Sanford or reduction in work funded by the City of Sanford.

All nonprofits shall verify their nonprofit status and submit detailed financial documents for review by City personnel.

All applicants must:

- Have been in operation for the two years prior to their request for assistance.
- Submit their IRS tax-exempt letter confirming 501(c)(3) non-profit status.
- Complete all requested information and documents including:
 - Current By-Laws.
 - Current list of members of the Board of Directors and length of service.
 - Itemized list of contributions of all member of the Board of Directors.
 - Financial reports including recent balance sheets and income and expense reports.
 - A multi-year plan to achieve financial stability.

Consideration

-
- Actual grant funding is based upon funds available by the City Council in the annual budget.
 - Previous years' allocations are not a consideration for funding. Each application is approved based on its own merits.
 - Submission of a complete application will not guarantee funding to the applicant.

Grant Recipient Requirements

Organizations that receive grant funding are required to:

- Submit a revised scope of work if not funded at level requested.
- Enter into grant agreement with City of Sanford for the delivery of services specified in nonprofit application.
- Obtain appropriate level of insurance as determined by the City of Sanford.
- Submit quarterly reports detailing program performance and financial information.