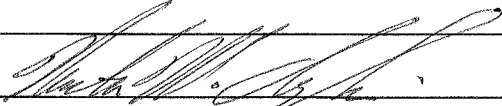


COUNCIL COMMUNICATION

DATE: 5-17-2010	AGENDA NO. VII. 8. c	SUBJECT: Adopt resolution No. 9, 2010 amending policy 301 for non profit funding.
Department Head:		
City Manager: 		
Nathan M. Cherpeski		
PRESENTED BY: Nathan M. Cherpeski		

Recommendation

It is the recommendation of staff to adopt alternative 1 and approve the attached resolution amending existing non-profit funding guidelines.

Background

The Council has long assisted non-profits through contract for services. At the recent retreat, Council asked staff to return with an amended policy for non-profit funding. The revisions will limit when Council would consider requests and amend the maximum from \$25,000 to \$20,000.

Issue Before the Council

Does the Council wish to adopt the attached resolution and acting on the new policy on nonprofit funding.

Alternatives

Alternative 1. Adopt the attached resolution 9-2010, revoking policy 301 and replacing it with the attached policy.

Alternative 2. Adopt the attached policy with revisions.

Alternative 3. Decline to act at this time, leaving the existing policy 301 in place.

Fiscal Impact

As this policy currently exist, the amendments purposed do not substantially change any of the fiscal impacts to the City. The new policy would adjust the maximum limit on funding requests and prohibit out of cycle requests. As we have very few requests at the maximum funding level, it is not anticipated that this will neither save City funds nor hamper efforts by the nonprofit agencies.

Legal Opinion

The City Attorney will be present if there are any legal questions regarding this action.

Conclusion

It is in the best interest of all involved to have clear guidelines and policies as to when non-profit funding applications are available.

The attached policy will keep that general time frame in place. Applications were available from the City's web site, both in PDF and in a Word fill able form. This policy will again, make it clear for everyone involved when the funds will be available for application and place the responsibility for applying for those seeking assistance.

Attachment;
Reso 7-2010
Draft Policy 301

Resolution No. 9, 2010

**A RESOLUTION ADOPTING THE ATTACHED POLICY AMENDING POLICY 301
PUBLIC FUNDING GUIDELINES.**

WHEREAS, the City Council of the City of Alamosa, Colorado, recognizes the valuable service that non-profit agencies provide within City limits; and

WHEREAS, the City Council of the City of Alamosa, Colorado desires to have clear guidelines and directives for when such requests and decisions will be made; and

WHEREAS, the City Council of the City of Alamosa, has formerly adopted guidelines and wishes to amend those guidelines found in Council Policy 301 by revoking the existing policy 301 and replacing it in its entirety with the attached policy;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ALAMOSA, COLORADO:

That the attached policy be adopted and incorporated into a City Council Policy Manual

PASSED AND ADOPTED, SIGNED AND APPROVED, THIS 2nd DAY OF JUNE 2010.

ATTEST:

CITY OF ALAMOSA, COLORADO

Judy A. Egbert, City Clerk

By: _____
Kathleen J. Rogers, Mayor

City of Alamosa Council Policy				
Policy Number	Subject Non-Profit Funding Policy	Resolution Number	Effective Date	Page
				1 of 3

Background

The City Council has traditionally provided some limited funds each year for Contract for Services with Non-profit service providers. The Constitution prohibits the City from making “any donation or grant to, or in aid of. . . any corporation or company. . . public or private. . . or to any county, city, town , township, or school district.” Art. XI Sec. 2. There is a public purpose exception that has developed over time. See In Re House Bill 91-S-1005, 814 P.2d 875 (Colo. 1991). As such any agency seeking funding from the City must fall into that exception.

Purpose of Policy

The City of Alamosa recognizes the value non-profits provide to the community. While the City has staff to provide many services, some worthwhile activities are not generally performed by the City. While not performed by governments, these services may indirectly impact or benefit the city. Such services must be reasonably related to a public municipal purpose as stated in the background section. In order to ensure an orderly and fair process, this policy establishes the procedures by which other agencies may approach the City. The City reserves the right to assist any, all, or none of those agencies making such requests. Typically, the requests received exceed the funding available. In order to guide the City Council in its decision making process, the following policy will outline the manner of application, limits on requests, eligibility requirements, ineligible requests, and other restrictions or guidelines.

Policy

Section 1.

A. Application Process

The City’s funding of non-profits will **only be** considered during the standard budget process. A request outside of the normal timeline will not be considered. The standard application period will generally run from July 1 through the early part of August. A standardized application will be posted on the City’s website no later than July 1 of each year and will include the due date for the year in question. All requests must use the standardized application form. Requests not on the approved form or lacking the required backup will be rejected without further consideration. Staff will include this deadline in the Council calendar. Due to the competitive nature of the requests, staff will not advertise these funds other than on the website and on the Calendar. Individual non-profits will not be contacted. It is the responsibility of those agencies seeking assistance to monitor the process and submit an application.

B. Limits on requests

Due to the competitive nature of these requests and the Council's desire to assist as many as possible, the maximum request is \$20,000 and the minimum request is \$1,000.

C. Eligibility Requirements

As these funds are intended to assist non-profits that further the goals of the City, the City restricts these funds to non-profits as defined by the IRS 501(c) guidelines. Other governments or quasi governments are ineligible for funding. If an ineligible group desires to partner for a specific purpose that can be considered separately and will require the appropriate IGA.

Eligibility requirements are as follows:

- Each organization shall be a registered, non-profit organization
- Each organization must demonstrate a need for the funds requested.
- Each project, event or organization must clearly benefit the community, and the activity must be municipal in nature.
- Matching funds from other sources may be required.
- Only one request per organization will be considered in a calendar year.
- The City of Alamosa will consider funding to organizations for new programs or the enhancement of existing programs.
- Funding may be considered for ongoing operational and maintenance costs
- Organizations must demonstrate other active fund-raising efforts; i.e., list other possible funding sources contacted (including name, address and phone number)
- Priority will be given to projects with matching funding.

D. Ineligible items

The City of Alamosa restricts its funding to non-personnel related expenses. Additionally, the City does not typically fund requests for capital improvements (construction).

The City Council will not consider requests for the following:

- Colleges or universities
- Individuals
- Scholarship programs
- Research projects
- Endowment campaigns
- State agencies
- Religious programs
- International or foreign-based programs
- Other Government or Quasi Government Agencies
- Administrative or personnel costs
- Mortgage payments or debt repayment
- Funds which would be re-granted to an agency other than the original requestor
- Unsupported requests (i.e., no methodology for the project amount) insufficient back up materials etc.

E. Other

1) Once awarded, it is the responsibility of the successful applicant to submit a written request for funds awarded following January 1 of the ensuing year. Funds will be available after March 1 of the approved budget year. Successful applicant organizations will be required to sign an approved contract for services. Funds will not be available until such contract for services is signed by both parties and on file with the City Clerk.

2) The City reserves the right to change this policy at any time. Additionally, this policy shall not be construed to obligate the City to fund any non-profits. The City may at its discretion determine not to provide any funding for outside groups. Additionally, funding in one year does not guarantee funding in future years. Based on the budgetary needs of the City, non-profit funding may be rescinded at any time.