

CSO Funding Application Outline

Final format will be web-based, and will generate council packet materials.

After the approval of annual budget requests, Finance staff will create a doc for Council to articulate any specific applicant goals, metrics and/or other requirements/conditions for subsequent years' funding, to be included in subsequent years' applications as needed.

WEB APPLICATION OUTLINE: Applicant inputs are RED Applicant document uploads are BLUE

I. Program and Process info, summary

- a. Due Date, Contact(s)
- b. Mission Statement, summary of criteria and process
- c. Is applicant a CSO or is this an events-only request?
 - i. CSOs continue; Events go to separate application platform
- d. Audit Requirement if over \$100K

II. CSO Application

- a. Applicant Identification - Name, Address, Contact
 - i. IRS non-profit designation required; upload certification
- b. Applicant Profile - Organizational mission, Services, Membership, History, Goals
- c. Funding request
 - i. Funding limits and goals; City Policies
 1. not more than 50% of operations
 2. Exclusions for asset purchases, personnel?
 3. Exclusions for adding to savings, i.e. funds must be spent?
 4. Other exclusions / prohibitions?
 - ii. Proposed use of requested funds
 1. program narrative – what, why, where, history, future goals
 2. metrics – timelines, how many and for whom, success criteria
 3. total program costs, other revenue sources,
 4. specific uses of City award;
 - iii. Audit if funding request exceeds \$100K
 - iv. Insurance Requirements, Proof of Insurance
- d. Financial Information
 - i. Income/Expense statements and Balance Sheet; Current YTD and prior year
 - ii. Bank statements (3) to reconcile prior year beginning/ending balances and YTD ending balance
 - iii. Three-years history of
 1. City awards and applicant's use of those funds
 2. total exp/rev figures; city award as % of totals
- e. Checklist and Certification (digital signature)