



Community Service Funding Policy and Procedures

Purpose

The purpose of this Policy and Application is to establish processing and evaluation criteria for funding requests received from community-based organizations that provide community services to Carrollton residents. Each Fiscal Year, the City of Carrollton may allocate funds in its Operating Budget for community service entities within the City of Carrollton. This policy does not apply to community service organizations that are included in the City budget and contracted with on a multi-year basis.

General Policy

This policy provides a statement of guidelines and criteria for distributing Community Service Funding grants. Community Service Funding is intended to augment the efforts of nonprofit organizations to benefit residents in Carrollton. It is the City's policy to have a program that can channel requests through an application review, thereby ensuring that all requests are evaluated consistently to enter into agreements for specific measurable services and to ensure that funding recipients are held accountable for providing the agreed upon services within the specified time frame.

Funding Philosophy

Requests for funding received from organizations will be considered during a specified period. Due to limited resources, not all requests can be funded. It is not the City's intention to fund each request received, but rather to evaluate each proposal and provide funding to those organizations which most effectively serve the needs and improve the well-being of the residents of Carrollton. Special consideration is given to proposals that replace or enhance services that the City may otherwise provide. The City also puts a higher priority on services that have broad community appeal.

The City Council encourages a goal of self-sufficiency for all local organizations. The City Council supports providing funding to organizations that have demonstrated their effectiveness in raising funds and volunteer services for their programs within the community. The Council discourages an over-reliance on City financial assistance to maintain such programs on an ongoing basis. Therefore, all organizations requesting funds from the City should continue efforts to develop stable private funding sources.

Eligibility

To be eligible for funding, organizations:

- Must be tax exempt;
- Must be nonprofit (and must be able to provide the 501(c)(3) status form);
- Cannot include scholarships as part of their funding request;
- Cannot include debts as part of their funding request;
- Must benefit the general community of the City of Carrollton and its residents;
- Must provide evidence of insurance as acceptable to the City of Carrollton;
- Must be free from discrimination based on race, color, creed, nationality, sex, marital status, disability, religion, or political affiliation.

Guidelines

By law, all Community Service Funding may only be spent for a public purpose for the City of Carrollton and must comply with all applicable state and federal laws. The service recommended for funding must be a service which benefits the general community of Carrollton residents, including social welfare services, promotion of the arts and community promotion of the City. The City Council authorizes the City Manager to make administrative modifications to the Community Funding Program and Application to assist with maintaining proper compliance with applicable laws.

There will be no roll-over of the budgeted funds for the Community Funding Program (within the City's operating budget) from one fiscal year to another. Any funds that were not allocated to a nonprofit organization by the end of the fiscal year will be returned to the City's General Fund.

The community service should benefit the general community of Carrollton residents. Community Service Funding shall not exceed the greater of 10% of the applying organization's annual operating budget or \$10,000. The application must be completed in full and submitted by the deadline. Incomplete or untimely applications will not be considered.

Procedure

Any nonprofit agency/organization providing services in the City of Carrollton may apply for Community Service Funding by submitting to the City a Community Funding Assistance Application in the form required by the City. The Application must include a full explanation about the services provided. The Application shall be submitted to the City, who will review the Application for completeness. The Neighborhood Advisory Commission (NAC) will evaluate completed applications to determine which agencies will receive funding. Additional information, an interview, or a presentation to the NAC may be required.

Applying for funds does not ensure that the request will be granted. Funding for the City's Community Funding Program is limited and some applications, while worthy, will not be funded due to the limited resources.

Community Service Funding is limited to organizations that have completed the Internal Revenue Service (IRS) process to become a 501(c)(3), nonprofit organization. Formal nonprofit status must be up-to-date and submitted as requested on the Application. Applicants must be in good standing. Nonprofit organizations may apply for funding only if the entity serves a public purpose and follows the laws governing use of public funds.

Applicants who receive funding will be required to enter into a contract for services with the City that specifies the responsibilities of the organization with respect to the use of the Community Service Funding grant. Once approved, the Funding award will be processed by City staff.

Compliance/Funding

For entities providing social welfare services, entities will be required to submit quarterly the Social Services Report that provides demographics on individuals serviced by the entity. All funding will be disbursed on a quarterly basis. The first disbursement will coincide with the beginning of the fiscal year upon completion of the contract for services; all subsequent disbursements will be made upon receipt of the Social Services Quarterly Report.

For entities providing promotion of the arts or community, funding will be provided in one payment upon completion of the contract for services.

If funds are not spent in accordance with the approved purpose, the organization will be required to return the awarded funds. Failure to provide proper documentation in a timely manner may jeopardize any future funding. The City of Carrollton reserves the right to conduct an audit and/or



Where Connections Happen

require additional back-up information to substantiate how funds received from the City were spent.

Criteria

In making funding determinations, the City may consider the following criteria; among others:

- Does the organization provide a service to the overall community of Carrollton?
- How will the organization use the funding to benefit the citizens of Carrollton?
- Is the size and make-up of the organization equipped to provide services to the overall community?
- Does the group have a positive image in the community?
- Does the organization have a high level of fiscal management?
- Is the group well organized to ensure longevity in the City of Carrollton?
 - Does the group have an active Board of Directors?
- Is there a history of satisfactory service provided to Carrollton citizens?
- Does the organization provide services without requiring attendance or participation in any political or religious organization?
- Does the organization provide an annual budget and financial statements (prepared using an appropriate method of accounting) to demonstrate sound financial management?
- Does the organization make its services available to all applicants based on established non-discrimination criteria?
- Does the organization possess ongoing program evaluation tools?
- How will the organization leverage the City dollars provided to help their organization succeed?

Timelines

Application and supporting documentation must be submitted by the deadline listed on the application.