

COUNCIL ACTION FORM

SUBJECT: POLICIES FOR FUNDING COMMUNITY AND STUDENT-RELATED ACTIVITIES AND PROGRAMS

BACKGROUND:

In February 2011, Council directed staff to develop a process for funding requests that come before Council but do not fall under the ASSET process or ISU activities. At the same meeting, Council also directed staff to look into a process for the Student Affairs Commission to review funding requests for student-related activities.

The attached process and application have been developed to fulfill these purposes. Under the proposed process, funds would be administered similar to a grant program. Applications would be due by November 1 each year, and would be split into General Community Grants and Student-Related Activity Grants. General Community Grants would be awarded only to organizations with a Tax ID number thereby assuring the applicant is a fiscally responsible entity. Student-Related Activity Grants would be awarded only to student organizations registered through ISU. Under either program, the activities funded must be 1) open to the entire community, 2) non-profit in nature, and 3) serving a public purpose.

It is proposed that a committee of City staff and residents review the General Community Grants, and that the Student Affairs Commission would review the Student-Related Activity Grants. Both review groups would make their recommendations to the City Council during the Council's annual budget hearings in February.

Requirements of all grants include:

- Applicants must demonstrate efforts to obtain funding from other sources.
- Grant funds can make up no more than 50% of the project revenue. Other City-funded grant programs are ineligible for use as a match expense.
- Grant funds and match funds cannot be used for capital improvements, building renovations, replacement of funding that no longer exists, retirement of debt, general fundraising, organizational dues or memberships, anything excluded for purchase through the City's Purchasing Policies (such as alcohol), or anything that violates local, state, or federal laws. Funding may not be awarded to any event or organization to support or promote a particular political party, candidate, or platform.

- The application includes sections for describing the event or program, the service or activity to be provided, the public purpose of the event or program, efforts to obtain other sources of funding, financial and logistical capacity to complete the project, assurances that all requests for payments will be complete by the end of the City's fiscal year, the impact to the program or activity if funding is not received, and a budget for the project or event.
- The Council would reserve the right to deny any request, even if it met the eligibility criteria. Preference would be given to events that meet the following criteria, in decreasing order of importance:
 1. A program or activity that would otherwise be operated by the City at a greater cost.
 2. Requests that have broad-based appeal to the community.
 3. Requests that provide a unique benefit or service to the community.
- A mechanism would exist to consider requests at other times of the year if it could be proven that there were circumstances that prevented the applicant from being able to apply before the November deadline.
- Grant funds would be paid to the awardee on a reimbursement basis after appropriate documentation is received by the City.

A copy of the proposed program application, instructions, and criteria, along with the application form, are attached.

ALTERNATIVES:

1. Approve the proposed grant process for funding community and student-related activities and programs.
2. Approve the proposed grant process with changes as directed by the Council.
3. Do not approve the proposed grant process, continuing the current practice of approving funding requests on an ad hoc basis.

MANAGER'S RECOMMENDED ACTION:

Staff feels comfortable that the proposed process has appropriate safeguards to ensure that City funds are used for a public purpose and assure a standardize process for dealing with these periodic funding requests. This process would also allow for a more even playing field with respect to access to City grant funds by requiring requests to be a part of the Council's larger budget discussion. This will additionally provide for a more consistent requirement for each request in terms of information needed for justification. If it is the desire of Council to adopt a new formal process for approving requests for funding from outside organizations, it is the recommendation of the City Manager that the City Council approve Alternative #1.

The City of Ames provides funding for activities that fulfill a public purpose for the Ames community. Requests for funds should be made through the grant program that best matches the goals of the organization. Grant funds are available through Commission on the Arts, ASSET, Ames Community Grant Program, General Community Grants, and Student-Related Activity Grants

For information on Commission on the Arts, the Ames Community Grant Program, and ASSET, please contact those programs directly. For General Community Grants and Student-Related Grants, follow the instructions and criteria below.

General Community Grant Eligibility Criteria

- Funds may only be awarded to an organization with a Tax ID number, for an activity that is non-profit in nature.
- Funds provided are to be used towards an event or service that is open to the whole community.

Student-Related Activity Grant Eligibility Criteria

- Funds may only be awarded to student organizations recognized by Iowa State University's Student Activities Center.
- Funds may only sponsor events or services that are open to the entire Ames community.
- If the funding request is for an event, the requesting organization must demonstrate that the proposed event or its past iterations have been approved by Iowa State University's Events Authorization Committee.

Grant Application Process and Additional Requirements:

- For both General Community and Student-Related activity funding, applicants must demonstrate their ability to successfully complete their projects by answering narrative questions regarding fiscal and logistical capacity. **All of these sections must be completed for the application to be considered.**

- **All applications must be received no later than November 1 each year.** General Community requests will be reviewed by a committee of City staff and residents. Student-Related Activity requests will be reviewed by the Student Affairs Commission. The requesting organization may be asked to attend a hearing to discuss their funding requests in detail. Recommendations on all applications will be made to the City Council during its annual February budget hearings. Awards will be made official upon approval of the City budget.

- Requests for funding may be made at other times of the year in the event that an unforeseen need or opportunity arises that could not be fulfilled using the normal application timeline. To be considered, the applicant must demonstrate why the request could not be made before the normal funding deadline.

- The City Council reserves the right to deny any request, even if the eligibility criteria are met.

- Preference will be given to requests that meet the following conditions, in decreasing order of importance:

1. A program or activity that would otherwise be operated by the City at a greater cost.
2. Requests that have broad-based appeal to the community.
3. Requests that provide a unique benefit or service to the community.

- Applicants must demonstrate efforts to seek funding from other sources such as private grants, donations, and other grant programs. Applicants must show that they have applied for funding through programs such as the Ames Community Grant Program administered by the Ames Convention and Visitors Bureau. Funds may not be requested through multiple City programs.

- Grant awards are paid by the City on a reimbursement basis. To receive reimbursement for expenses, awardees must submit to the City a payment request form, copies of receipts, and a final report documenting the outcomes of the event or program.

- Grant monies can make up no more than 50% of the project revenues. Funds from other City-funded grant programs are ineligible as match funds. Expenses that are ineligible to use for grant funding **or for use as a match expense** include capital improvements, building renovations, replacement of funding that no longer exists, retirement of debt, general fundraising, organizational dues or memberships, anything excluded for purchase through the City's Purchasing Policies (such as alcohol), or anything that violates local, state, or federal laws. Funding may not be awarded to any event or organization to support or promote a particular political party, candidate, or platform.



Grant Application

Applicant Information

Is this for request for a program/event sponsored by a student organization? YES NO

Contact Person: _____ Date: _____

Organization Name: _____

Organization Address: _____

City State ZIP Code

Phone: () _____ E-mail Address: _____ Tax ID#: _____

Program/Event Information

Name of program/event: _____

What are the goals of this program/event?:

Date(s) program/event will be held: _____ to _____ Check if continuous or ongoing:

Location of the program/event: _____

of individuals involved in program/event planning: _____ # of individuals who will benefit from program/event: _____

Has the City of Ames funded this program/event before? YES NO If yes, what year was it last funded?: _____ If yes, what amount of funding was received?: _____

If the City of Ames has funded the activity in the past, how will funds awarded this year be used to enhance the program/event?:

Program/Event Description

Please answer each question below using the space provided.

Describe the program/event you are planning to conduct:

How will your grant funds be used to accomplish a specific activity or service?:

How will your program/event fulfill a public purpose?:

What efforts have you made to obtain funding from other sources? Discuss any requests you may have made to other City-sponsored programs (e.g., ASSET, COTA)

Describe your capacity for financial and logistical management. Explain how you will be able to complete the program/event:

How will you ensure that all reimbursement claims will be completed by the end of the City's fiscal year (June 30)?:

If you do not receive this grant funding, what would the impact to your program/event be?:

If this is a student program/event, has it or its past iterations been approved by ISU's Events Authorization Committee?

Budget

Complete the budget below, including your grant request from the City of Ames in line 10

		(1)	(2)	(3)	(4)
REVENUE - ALL SOURCES		FY 09-10 ACTUAL	FY 10-11 ACTUAL	FY 11-12 ADOPTED	FY 12-13 PROPOSED
1	FUNDRAISING				
2	MEMBERSHIP DUES				
3	PROGRAM/SERVICE FEES				
4	INVESTMENT INCOME				
5	GRANTS (PRIVATE SECTOR)				
6	STATE/FEDERAL FUNDS				
7	ISU OR GSB FUNDS				
8	OTHER GOV'T FUNDS(Local)				
9	MISC. REVENUES(REFUNDS/ADJUST.)				
10	GRANT FUNDING FROM CITY OF AMES				
11	REVENUE-ALL SOURCES				

EXPENSES		FY 09-10 ACTUAL	FY 10-11 ACTUAL	FY 11-12 ADOPTED	FY 12-13 PROPOSED
12	SALARY AND RELATED				
13	OCCUPANCY/RENT				
14	SUPPLIES/EQUIPMENT				
15	CONTRACTUAL SERVICES				
16	MISCELLANEOUS				
17	PROMOTION/ADVERTISING				
18	TOTAL EXPENSES				

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. I am authorized to submit this application on behalf of the organization named herein.

Signature: _____ Title: _____ Date: _____

Submit completed applications to the City Manager's Office, 515 Clark Avenue, Ames, IA 50010. Applications must be received no later than November 1 each year to be considered for funding.