

**CITY OF FLORENCE
RESOLUTION NO. 26, SERIES 2015**

A Resolution Establishing a Policy for the City Council Grant Program

RECITALS:

1. The City of Florence recognizes that local non-profit organizations provide a valuable service to the City of Florence, Florence citizens, and the community as a whole.
2. The City of Florence City Council budgeted funds through the FY2015-16 budget process for discretionary spending to be provided to non-profit organizations through a grant request program to help the City achieve specific City Council goals, identified community needs, or provide a public benefit.
3. The purpose of the City of Florence City Council Grant Program Policy is to set forth the procedures, terms, and conditions under which the City will consider making grant awards to community organizations that meet specific criteria, as budgeted funds allow.

Based on these findings,

THE CITY COUNCIL OF THE CITY OF FLORENCE RESOLVES AS FOLLOWS:

1. The City Council Grant Program Policy, Exhibit A, is adopted by the City of Florence City Council as a policy to be administered by the City Council with assistance from the City Manager's Office.
2. This Resolution takes effect immediately upon adoption.

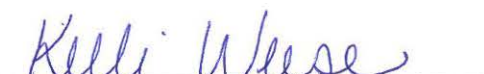
ADOPTION:

This Resolution is passed and adopted on the 2nd day of November, 2015.



Joe Henry, Mayor

Attest:



Kelli Weese, City Recorder

Exhibit A

City of Florence City Council Grant Program Policy

Through the FY2015-16 budget process, the Florence City Council approved a grant program with discretionary funding to be provided to local non-profit organizations upon an application from the organization to the City Council.

I. PURPOSE

The City of Florence is making public funding available, based on budget availability, to non-profit organizations that can present a proposal to help the City achieve specific City Council goals, identified community needs, or provide a public benefit for the next budget period. The City Council has set aside funding for the furtherance of City Council goals and community needs.

The purpose of this policy is to set forth the procedures, terms, and conditions under which the City will consider making grant awards to community organizations that meet specific criteria, as budgeted funds allow.

II. FUNDING

Applicants can apply for up to \$1,000 annually. Unspent funding at the end of the fiscal year will not be carried forward into future years. It is the intent of the City Council to appropriate funds for specific ongoing community services and activities.

III. PROCESS & ELIGIBILITY

The City of Florence will accept applications for the first City Council Grant Program beginning on January 1, 2016 through February 15, 2016. Subsequent annual Grant Program applications will be accepted between September 1st and October 15th. If an organization would like to apply for financial assistance, they will fill out and submit an application for the request, which will be available on the Mayor and Council page of the City of Florence website, and provide a letter supporting the request. The letter should include how the funds will be used, project details and budget, other funding sources, benefit to citizens, number and types (children, seniors, etc.) of community members served, positive impacts to the community, relevance to City Council Goals, and any other information relevant to the request.

In order for an application to be eligible, it must meet the following eligibility criteria:

- Organization is a recognized nonprofit organization or affiliate of such an organization; AND
- Organization is located within the City of Florence or serving City of Florence residents; AND
- Provides assistance for essential utilities, food, clothing, or shelter; OR
- Provides educational or recreational opportunities for children or seniors; OR
- Generates/supports economic activity in Florence.
- Funded projects must be completed within 1 year of award.
- Grant funds will not be awarded for travel to conferences or meetings, scholarships, awards to individuals, or budget deficits. Preference given to program, specific project, and capital item funding.

IV. REVIEW OF REQUESTS

City staff will compile all applications after the deadline and present those that meet the eligibility criteria to the City Council. The City Council will review eligible applications individually based on the following criteria followed by a work session for the City Council review the applications. The City Council as a whole will determine the final selection of applicants, prioritization of requests, and fund allocations. In reviewing requests, the City Council will consider the following:

- The requesting organization's history of success.
- The organizational and financial stability of the requesting organization.
- The number and types of community members served by the request.
- The ability to measure and track the effectiveness of the project or service by reporting back to the City Council on the use of the funds.

The City of Florence reserves the right to ask for clarification of application answers. Future requests for funding will take past organizational performance and previous grant awards into account. The decision on appropriations will be contingent upon City Council approval. The City of Florence reserves the right to accept or reject applications and disperse funds as they see fit based on the outlined City Council goals.