

GUIDELINES FOR GRANTS FISCAL YEAR 2009-2010

Carson City, a consolidated municipality, has greatly benefitted from the valuable assistance of various non-profit community organizations. In recognition of this service, Carson City provides Community Services grant funding to those worthwhile organizations on a case by case basis within annual fiscal constraints.

Therefore, it is in the best interest of the City and the public-at-large to formalize the procedures used in funding assistance to such organizations.

These guidelines are as follows:

1. Funding is provided on a year to year basis only. Funding is strictly limited to the availability of funds.
2. Any and all individuals and/or entities desiring from the City, a grant of money must complete and execute an "Application for Grant Funds" form.
3. Inasmuch as the City operates on a fiscal year basis from July 1st through June 30th each year, and inasmuch as the City must submit to the State of Nevada a budget for the succeeding fiscal year, a request for funds must be completed and the **original, plus nine (9) copies** received in the City Manager's Office no later than 5:00 p.m. on April 10, 2009, for the next fiscal year's expenditure. Any request for funds not so completed and received, will not be given consideration.
4. One of the primary criteria used to evaluate the request is the determination of the program benefit to the community.
5. Upon approval by the Board of Supervisors of the request, the grant money will therefore be included in the next succeeding year's budget and will be dispensed by the City Manager's Office without further hearing. However, the Board shall continue to retain the prerogative and authority to deny any payment, if in the opinion of the Board, the applicant is not making a "good faith" effort in meeting the obligations and commitments outlined by said applicant within the application process. All grants approved shall be subject to funding availability.
6. The Board of Supervisors may in any event decide by majority vote to conduct a subsequent hearing concerning the application and, if so, the applicant will be notified as to the date of the subsequent hearing.
7. The applicant will utilize the grant monies solely for the general benefit of Carson City and the purpose set forth in the grant application.
8. Approval of each request for funds and/or other forms of considerations shall have a condition that the applicant shall provide to the City Manager's Office, an annual accounting of all funds utilized, including description of use and benefit to the citizens of Carson City. This process of accounting will be submitted on or before April 1, 2010.
9. These guidelines shall not prevent the City from entering into a contract to provide grant

money for a term of years.

10. These guidelines shall not control any grants of money provided by any other public or private entity.
11. Upon notice of a grant award, return this document signed by the Project Director acknowledging the terms herein to the City Manager's Office. Retain a copy for your records.

Name of Program

Project Director Signature

Date

For further information, please call 887-2100 or write to the City Manager's Office, 201 N. Carson Street, Suite 2, Carson City, Nevada 89701.