

City of Carson City
Request for Board Action

Item # 6B

Date Submitted: 01-23-07

Agenda Date Requested: 02-01-07
Time: 10 minutes

To: Mayor and Supervisors

From: Liz Teixeira, Community Relations Officer

Subject Title: Action to set the total amount available for annual funding of Carson City Community Support Services grant allocations for Fiscal Year 2007-2008 and to confirm the application and interview format and presentation of applications

Staff Summary: Carson City greatly benefits 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.

Type of Action Requested: (check one)
☐ Resolution ☐ Ordinance
☒ (XXX) Formal Action/Motion ☐ Other (Specify)

Does This Action Require A Business Impact Statement: ☐ Yes (XX) No

Recommended Board Action: To be determined by the Board.

Explanation for Recommended Board Action: Funding decisions are made strictly at the Board's discretion.

Applicable Statute, Code, Policy, Rule or Regulation: n/a

Fiscal Impact: To be determined by funding decisions made by the Board of Supervisors.

Explanation of Impact: To be determined by funding decisions made by the Board of Supervisors. The FY 06-07 budget provides for \$190,000 in ongoing funding for Community Support Services grants.

Funding Source: General Fund, Community Support Services

Alternatives: Do not provide grant funding to community non-profit organizations.

Supporting Material: Funding allocations for 2006-2007, copy of grant guidelines and application

Prepared By: lt

Reviewed By:

(City Manager)

(Finance Director)

Date:

Date:

1-23-07

1/23/07

Board Action Taken:

Motion: _____

- 1) _____
- 2) _____

Aye/Nay

(Vote Recorded By)

Community Support Budget Worksheet

Organization	Total Funding FY 05/06	Proposed On-going	Proposed One-Shot	Total Funding 2006/2007
Carson City Symphony	\$ 1,000		\$ 3,000	\$ 3,000
Nevada Day, Ltd.	\$ 10,000	2,000	\$ 8,000	\$ 10,000
RSVP	\$ 32,000	23,500	\$ 11,500	\$ 35,000
Carson City Library Foundation	\$ -	-	\$ 2,000	\$ 2,000
HealthSmart	\$ 7,500	-	\$ 7,500	\$ 7,500
OARC	\$ 14,000	14,000	\$ 1,500	\$ 15,500
IHS of Nevada	\$ 6,000	6,000		\$ 6,000
Community Counseling Center	\$ 47,000	35,000	\$ 20,000	\$ 55,000
CCOY - Programs	\$ 110,000	71,500	\$ 28,500	\$ 100,000
Advocates to End Domestic Violence	\$ 10,000	10,000		\$ 10,000
Nev. Hispanic Svs.	\$ 26,000	21,000	\$ 10,000	\$ 31,000
Nevada Tahoe Conservation District	\$ 2,000	2,000		\$ 2,000
Carson Valley Conservation District	\$ 4,000			\$ -
Brew. Arts Center	\$ 12,500	5,000	\$ 10,000	\$ 15,000
TOTAL	\$ 282,000	\$ 190,000	\$ 102,000	\$ 292,000
		\$ 190,000	\$ 100,000	\$ 290,000

\$ - \$ (2,000)

GUIDELINES FOR GRANTS

FISCAL YEAR 2007-2008

Carson City, a consolidated municipality, has greatly benefited 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. Insomuch as the City operates on a fiscal year basis from July 1st through June 30th each year, and insomuch 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 2, 2007, 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. After receipt of application for funds, each applicant desiring a grant of funds may appear before a meeting of the Board of Supervisors to make an oral presentation concerning the request and participate in any discussion concerning the same. Date and time of this hearing will be publicly noticed.
6. 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 or application; provided, however, that 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.

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. Applications shall be approved by the Board of Supervisors based upon, among other relevant factors, a finding that 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 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, 2008, however, should your organization again apply for grant funding from the City, the accounting must be submitted with the next year's application. This requirement must be addressed in a timely fashion.
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.

Project Director

Date

Name of Program

*** For further information, please call 887-2101, ext. 1204 or write to the City Manager's Office, c/o Liz Teixeira, 201 North Carson Street #2, Carson City, Nevada 89701.*

CARSON CITY COMMUNITY SUPPORT SERVICES
APPLICATION FOR GRANT FUNDS
FISCAL YEAR 2007-2008
GENERAL INFORMATION

Name: Phone: Fax:

Mailing Address:

City: Zip:

Contact Name: Phone: Fax:

Address:

City: Zip:

1. Purpose of Organization:
2. Total annual budget:
3. How long organized:
4. Tax I.D.#:
5. Please provide the following fiscal information about your organization:

	<u>Last Year</u>	<u>Present Year</u>	<u>Next Year</u>
Income:	\$	\$	\$
Expenses:	\$	\$	\$
Reserves:	\$	\$	\$

Program/ Proposal

6. Title of proposal:
7. Program Director:
8. Phone: Fax:
9. Address:
10. City: Zip:

11. Program/proposal objectives and brief description:
12. Primary purpose of the grant:
13. Dates of project or use of funds:
14. Total amount of funds requested from Carson City:
15. Total cost of project: \$
(Including Other Funding Sources): \$
16. Last year's project budget: \$
**Note: Please Attach a Copy of Your Budget from Last Year.*
17. This year's project budget: \$
**Note: Please Attach a Copy of Your Budget.*
18. Percentage of funds to be utilized for administrative costs (i.e.: salaries):
19. Previous City sponsored grant funding received, if any:

Year:	Amount: \$	Year:	Amount: \$
Year:	Amount: \$	Year:	Amount: \$
20. Describe in detail how funds will be used, i.e., amount, purpose:
21. Describe your efforts to obtain other sources of funding: (i.e., private sector, private non profit, other governmental sources)
22. Is the funding intended to benefit the citizens of Carson City? How? (Please provide evidence that your program/organization is of value to the recipients of your service(s) by submitting testimonials or other expressions of support).
23. Number of residents locally requested funding will benefit:
24. What percentage of individuals served by your agency are residents of other cities/counties?
25. If your agency does serve residents from other cities/counties, what amount of funding does that city/county provide? If none, has your agency solicited funding from that city/county?

26. Do you in turn charge the public for some type of service: Yes _____ No _____
If so, how much?
27. What would you expect to collect in service fees over the fiscal year: \$
28. How does your organization anticipate benefiting from this funding?
29. Does your program/proposal enhance Carson City's ability to provide for the health, safety & general welfare of this community?
30. Does your program/proposal provide any in-kind service to Carson City?
31. Does your program/proposal have matching funds, if so, please delineate.
32. How will your program/proposal enhance the image of the community?
33. Does your program/proposal have the potential to become self-supporting and, if so, describe how?
34. Are you aware of any other private sector/nonprofit/governmental/agencies in the area providing the same services as your program/proposal? (If yes, please explain how your project will compliment other existing programs?)
35. Describe in detail how the community will be made aware and in turn, benefit from the proposed program/proposal:
36. Describe how the results of the program/proposal will be measured:

Additional Pages May Be Used, with the Specific Number and Question Heading.

**NOTE: THE ORIGINAL AND NINE (9) COPIES MUST BE SUBMITTED TO THE CARSON CITY
MANAGER'S OFFICE NO LATER THAN APRIL 2, 2007.**