

# APPLICATION FOR CITY FUNDS

## **Application Process:**

The Mitchell City Council evaluates program-funding proposals on an annual basis for funding in the following calendar year. The City's fiscal year is January 1 to December 31. Proposals must be submitted in accordance with the budget cycle schedule and proposal format outlined below. Please note that requests may only be made during this period of time. Completed applications must be received on or before June 8, 2018.

## **City Budget Cycle Schedule:**

June 8, 2018	Deadline to submit completed funding proposal to City of Mitchell (early submission is encouraged)
June – July	Administrative Review of Budget
August	Council review of budget
September	Council adoption of budget
October	Notification of funding

## **Applicant Qualifications:**

- Applicant must be located or provide services within the City of Mitchell.
- Funding requests from individuals, religious, or political groups are ineligible.
- Funding requests from qualified organizations outside of the funding timeline prescribed will not be considered.

## **Proposal Requirements:**

- Completed funding application.
- Cover letter signed by the senior administrative official that briefly describes the project and funding request.
- Narrative statement of program.
- Most recent audit.
- Most recent budget.
- List of current members of Board of Directors.

### **Submission Instructions:**

Please read the application form carefully and refer to the Proposal Requirements for clarification. All information should be entered in the space provided or “not applicable” inserted. Incomplete applications will not be considered. All proposals must be typed.

- Submit one (1) full set of the completed application packet. Application packet can be assembled with a manila folder or clip; do not use plastic covers or binders.
- Do not send program videotapes or architectural renderings. Materials submitted will not be returned.
- Mail or deliver completed application packets to City of Mitchell, 612 N. Main, Mitchell, SD 57301.
- A full electronic set is also required. Email the application packet in its entirety to [sellwein@cityofmitchell.org](mailto:sellwein@cityofmitchell.org).
- **Deadline: June 8, 2018**

### **Budget Hearings:**

Mitchell City Council budget meetings are held in August and in September and are open to the public. Applicants are encouraged to attend all budget meetings to remain informed during the process. However, applicants may or may not be invited to make a presentation on their funding proposal. Applicants should be prepared to answer questions based on the application. All proposed handouts must be provided to the City in advance with the application for approval and distribution. Final action on the budget occurs at the last Council meeting in September.

### **Subsidy Agreement and Reporting Requirements:**

If awarded funding, the City of Mitchell requires all recipients of municipal funds to enter into appropriate agreements that identify the reason for the subsidy, the public purpose served by the subsidy, subsidy payment schedule, the specific performance measurements to be attained, and final reporting on outcomes. Failure to provide final reporting of funds and all other required reports will make applicant ineligible for future subsidies.

All agreements and reports shall be timely prepared and filed with the City of Mitchell. Failure to comply with any of these requirements may result in the revocation of the requested subsidy as well as repayment requirements, and a determination that the organization is ineligible for future municipal subsidies for a period of years.

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**Applicant:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Contact (individual responsible for the project):**

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Applicant is:**

nonprofit organization

government agency

for-profit business

an individual

other \_\_\_\_\_

**Amount Requested: \$** \_\_\_\_\_

- 1. Brief History of Organization/Applicant.**
  
- 2. If the applicant is a nonprofit organization, please state its mission. For a for-profit business, state the nature of the business.**
  
- 3. Description of services provided and persons served.**
  
- 4. Provide a description of the program characteristics which distinguish it from others in Mitchell.**
  
- 5. Identify the key issues facing your organization at this time.**
  
- 6. Summary Project Description**
  
- 7. Provide the name of the project or program and describe in it in 50 words or less.**
  
- 8. Location of project or program:**
  
- 9. Date(s) of implementation: \_\_\_\_\_**

**10. Project Summary:**

(Attached narrative not to exceed 5 typed pages in 12 point font and 1 inch margins)

- State the project and/or program’s purpose, significance, ownership, schedule and anticipated outcomes.
- Discuss how the project will help your organization position itself to respond more effectively to the KEY issues described under the organizational information section on Page 4.
- Does this project replace another facility or program? Are there similar programs in Mitchell or serving the City of Mitchell?
- Outline total project costs, funds requested from city, and funds to be provided by other sources.
- Provide reliable information and projections indicating direct net impact on future city operating funds and budgets for five years.
- Describe efforts for securing funds from other non-city sources. Is your organization eligible for grants for matching funds?
- Will the project benefit sales tax revenue in the City and if so, in what way? Is the impact measurable and, if so, what is the estimated impact on sales tax revenues?
- What is the economic benefit to the community other than tax revenues?
- What effect will the completed project have on the organization’s overall budget?
- List other Mitchell agencies or organizations that interact and cooperate with your organization.
- Describe and quantify users and/or beneficiaries of the project. How many families/businesses in Mitchell does this program serve or affect?

Describe measurable goals and performance measurements that you intend to accomplish in the next year and two years. The performance measurements should:

- Be based on program objectives that tie to the organization’s goals and program mission or purpose;
- Measure program results or accomplishments;
- Provide for comparisons over time;
- Measure efficiency and effectiveness;
- Be reliable, verifiable and understandable;
- Be reported internally and externally;
- Be monitored and used in decision-making processes; and
- Be limited to a number and degree of complexity that can provide an efficient and meaningful way to assess the effectiveness and efficiency of key programs.

**Certification**

Acting as the duly authorized representative for the described project and its sponsoring organization/agency/business, I certify that the information submitted is correct to the best of my knowledge and belief and submit this request for funding to the City of Mitchell.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## City Council & Staff Criteria for Analyzing Applications

### Awards need to address one or more of the following categories:

- Affordable Housing
- Government Stewardship
- Arts & Culture
- Health
- Youth Development
- Parks, Recreation & Open Spaces
- Diversity
- Partnerships
- Economic Development
- Preservation/ History
- Education & Literacy
- Safety
- Environment
- Transportation/Transit

### The Effect on the Citizens

- Will services improve?
- Will members of the public find satisfaction with the program or facility?
- Does the action contribute to a diverse economy in Mitchell?
- Does the action contribute to a high quality of life in Mitchell?
- Does applicant adequately describe consequences if the program or service is not funded?

### Financial Impact

- Impact to the City's current operating or capital budgets.
- Impact to Capital Improvement Plan.
- Impact to Cash Flow.
- Impact to future Budgets and Plans.
- Duration of funding commitment.

### Staff Review

- Is there an administrative recommendation?
- Is the request or proposal able to be met and/or implemented?
- Impact on Council Goals.
- Impact on Departmental Goals.
- Has it been adequately researched by staff and presenter?
- Does it require a change in policy?
- Have those affected been involved?
- Has the proper committee, if necessary, been involved?
- Evidence of clearly defined performance measurements.