



City of Fruita
325 E. Aspen,
Fruita, CO 81521
(970) 858-3663
www.fruita.org

OUTSIDE AGENCY FUNDING APPLICATION – FISCAL YEAR 2017

General Application Information:

The deadline to submit funding applications for calendar year 2017 is 5:00 p.m. on **September 1, 2016**. Final decisions on funding requests will be made no later than December 15, 2016 and applicants will be notified of the decision on their funding request.

Two (2) copies of the funding applications and two sets of attachments are required and should be mailed to the address below. Completed applications must include all required items and be submitted by the deadline to be considered.

Funding requests will be reviewed and evaluated based on the criteria set forth in the City of Fruita Outside Agency Funding Policy (Exhibit B).

Questions regarding the application may be directed to Margaret Sell at msell@fruita.org or (970) 858-3663.

Completed application packets should be submitted to:

City of Fruita
Attn: Margaret Sell
325 E Aspen
Fruita, CO 81521

Application Contents:

- I. Application
- II. Organization Certification
- III. List of Required Attachments
- IV. Exhibit A – City Goals (Draft)
- V. Exhibit B – Outside Agency Funding Policy



OUTSIDE AGENCY FUNDING APPLICATION – FISCAL YEAR 2017

Organization: _____ Date: _____

Contact Person: _____ Title: _____

Mailing Address: _____

Street Address: _____

Phone No.: _____ Email: _____

FUNDING REQUEST SUMMARY

Project Name: _____

Amount of Request: (\$) _____

Summary of Request:



Describe other funding sources and financial support for this project/program, both internally and from other outside agencies, including in-kind contributions such as donated goods or services.

Will the organization be able to continue to deliver service in the future without City funding?

Describe the program/projects relationship to the City's goals (Exhibit A).

Describe the impact or benefit of the program/project to the businesses and/or citizens of Fruita (quantify).

How will the success of this program be measured?



PROJECT/PROGRAM BUDGET

List itemized expenditures by category for this funding request. Be specific. This information will be used to compile funding agreements for approved requests.

Line Item Description	<u>Expenses</u>	Cost
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
TOTAL EXPENSES		_____

Sources of Revenue	<u>Revenues</u>	Amount
	Funding Committed? Y/N	
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL REVENUES		_____



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ORGANIZATION CERTIFICATION:

I certify that _____ (organization) is an eligible agency for receipt of funds pursuant to Section 2 of the City of Fruita Outside Agency Funding Policy (Exhibit B); that all information reported in this application and attached is true, accurate and complete; that I am authorized to make application on behalf of the above organization and have been designated as such by the Board of Directors; and that I will provide written notice of any changes or additions to this information.

I understand the organization may need to make a brief presentation and/or provide additional information during the evaluation process and that a written agreement will be required if funds are awarded.

Signature: _____

Date: _____

Title: _____

ATTACHMENTS REQUIRED

- IRS Letter of Tax Exempt Status under Section 501 (c) of the Internal Revenue Code unless organization is a governmental or quasi-governmental entity.
- Statement of support for this funding request from the board of directors or governing body of the organization
- Copy of budget for the current fiscal year (Note – If an electronic copy is available on your website you may provide the url in lieu of a hard copy)
- Copy of financial statements for most recent year (Note – If an electronic copy is available on your website you may provide the url in lieu of a hard copy)
- Letter(s) of support.

EXHIBIT A
CITY GOALS – DRAFT (6/28/16)

WHY FRUITA? The City of Fruita focuses on three strategic outcomes built upon a base of providing quality core services.

Quality of Place (QP)

The City of Fruita is a community where residents and visitors love where they are. The City strives to be a bike and pedestrian friendly community by providing a system of sidewalks, trails, and bike lanes that connect our parks, schools, neighborhoods, civic facilities, and commercial areas. We value safe neighborhoods, our geographic natural resources and landscapes, top tier education and healthcare, and we collaborate to provide quality essential infrastructure and services. We are an inclusive community of doers who enjoy active and healthy lifestyles.

Economic Health (EH)

The City of Fruita strives to be financially sustainable by enabling a stable economy and supporting a diversity of businesses that offer well paying jobs that attract educated employees. The City works to be fiscally responsible and continuously seeks ways to allocate resources to services and projects that have the highest impact on the City's priorities. We are the innovative leader for economic development in the Grand Valley.

Lifestyle (L)

The City of Fruita fosters a fun and funky ambiance by celebrating the local arts, farm and ranching history, unique leisure opportunities, and family-friendly events and activities. As a city, we encourage a diversity of cultural opportunities, businesses, and recreational activities. We continue to improve and enhance recreational offerings from traditional to outdoor adventure sports and youth to adult activities. We are a family-friendly community with diverse cultural opportunities, businesses and recreational amenities where visitors feel like locals and locals play like visitors.

EXHIBIT B
OUTSIDE AGENCY FUNDING POLICY
CITY OF FRUITA, COLORADO

SECTION 1: POLICY

It is the policy of the City of Fruita, Colorado to consider funding requests from agencies committed to providing community service programs that fulfill a public purpose in that the services to be performed benefit, promote, serve and enhance the quality of life for the Fruita community at large for a cost or in a manner that the City could not provide more efficiently or for less cost.

This policy promotes the concept that the most efficient use of taxpayer funds for contributions to outside agencies are direct contributions that are used for the intended purpose of providing community service programs. Therefore, the City does not contribute funds for fund raising events in which a portion of the contribution is used to offset the cost of fund raising (e.g. tickets for banquets and similar events).

SECTION 2: ELIGIBLE AGENCIES

An eligible agency must be a not-for-profit (public or private), charitable (public or private), governmental, or quasi-governmental entity organized and existing under Colorado law. The agency must be recognized by and provide proof of tax-exempt status under Section 501 (c) of the Internal Revenue Code of the United States, unless the agency is a governmental or quasi-governmental entity.

An agency complying with this provision, but whose proposed service program or project fails to meet the evaluation criteria presented in Section 3 of this policy, may not receive funds from the City.

An agency complying with this provision, but whose proposed service program or project duplicates services or projects provided by another agency may not receive funds from the City.

SECTION 3 PROCEDURES

The City's process for funding an outside agency request is as follows:

- 3.1 The City of Fruita should receive all funding requests from outside agencies no later than September 1 for consideration for funding in the following fiscal year.

This allows for consideration of the funding requests as part of the development of the operating budget for the following year.

- 3.2 The City will publish a notice of the deadline for for submission of requets for funding by August 1.
- 3.3 Funding available for outside agency requests will be reviewed on an annual basis as part of the budget process.
- 3.4 The availability of funds awarded will be subsequent to January 1 for the funding cycle of each year and released accordingly upon receipt of invoice and any required supporting documentation.
- 3.5 City operations and capital expenditures will receive priority over all funding requests from outside agencies. Funding Requests from outside agencies will be treated as the lowest priority in the budget process and will be considered only after meeting the other needs of the City government.
- 3.6 The City of Fruita reserves the right to terminate funding for outside agencies at any time. Approval of funding for one fiscal year does not impose a commitment on the City for funding in future years.
- 3.7 No funding decision shall be considered final until the City Council adopts the budget and all aspects of the agency's responsibilities and the conditions under which payment for the agency's services will be rendered have been met.
- 3.8 City funding shall only be used for the purpose and service for which the funding is requested and approved by the City. Any deviation from the approved funding request may be made only by the City's prior, written approval. If not, funds must be returned immediately to the City.

SECTION 4 EVALUATION CRITERIA

The City Council may utilize the criteria listed below in the evaluation and prioritization of funding requests.

- 4.1 Agency's ability to demonstrate the effectiveness and relevancy of a project or service to the community.

- 4.2 The ability to meet a specific or relevant need in the community.
- 4.3 Relationship to the City's mission, goals and/or objectives
- 4.4 The likelihood the project will produce successful results.
- 4.5 Service impact or benefit to the businesses and citizens of Fruita and the number of citizens/businesses, geographic areas and specific impact (quantified).
- 4.6 The effectiveness of the services and/or program and the impact on the City of Fruita community based upon measurable performance data.
- 4.7 The agency's history of success.
- 4.8 Effective use of requested funding, including matching contributions, additional sources, and effort of outside search for financial assistance.
- 4.9 The financial need of the agency and its ability to implement the services and/or programs based upon available resources.
- 4.10 The ability of the agency to continue the project or service after the funding cycle without an ongoing operational construction from the City to this service.
- 4.11 The amount of previous funding requests and the amount received from the City of Fruita
- 4.12 Budgetary constraints on available funds.

SECTION 5 SUBMITTAL INSTRUCTIONS

Agencies must adhere to the following instructions for submittal of the Funding Requests:

- 5.1 Two copies of the Funding Request should be submitted to the City of Fruita by September 1 (City Manager and Finance Director)
- 5.2 The appropriate agency authorities must complete, sign and date the Funding Request
- 5.3 The Funding Request "must" be clearly identified on the outside of the envelope ("Agency Name" - Funding Request).

SECTION 6 REQUIRED INFORMATION

Funding Requests should contain the following information and/or documentation.

- 6.1 Amount requested from the City of Fruita
- 6.2 A brief narrative of the agency's program(s) and demonstrated benefit to the citizens of Fruita and relationship to helping the City achieve its goals and priorities.
- 6.3 An official statement of support for the Funding Request from the governing body of the agency.
- 6.4 A copy of the budget for the fiscal year the funds are being requested) must accompany the request. In addition, a copy of the budget or financial statements for the previous fiscal year must accompany the request. These documents may also be provided through email or a link to these documents online.
- 6.5 A copy of the Section 501(c) declaration by the Internal Revenue Service must accompany the Funding Request.
- 6.6 Completed Outside Agency Funding Application.
- 6.7 Letters of support.
- 6.8 Additional supporting documents and information that may be requested by the City.

SECTION 7 AGENCY REQUIREMENTS AFTER RECEIPT OF FUNDING

- 7.1 Financial Report. Agencies must provide an annual report of the expenditure of city funds.
- 7.2 Performance Report. Agencies must provide an annual report on the effectiveness of services or projects for which the agency received funding.