

NON-PROFIT FUNDING APPLICATION

GUIDELINES

All applications must be submitted electronically ONLY to the City Secretary at jstubbs@ci.elgin.tx.us by Noon on December 3, 2021 and must include the entire application to be considered.

ELEGIBILITY

The City of Elgin accepts funding requests for projects or programs that:

- Are likely to have an impact on the quality of life of a significant number of people in the Elgin community
- Address issues or problems that the City of Elgin as a governmental agency does not currently address
- Propose practical ways to address community issues and problems
- Stimulate others to participate in addressing community problems
- Are cooperative efforts and minimize or eliminate duplication of services
- Are sustainable over time

RESTRICTIONS

There are restrictions on the scope of the activities the City of Elgin can support. In general, the City does NOT provide funding for:

- The use of and payment for services of a fiscal agent
- Endowment funds
- Religious organizations for religious purposes
- Fundraising activities or events
- Political lobbying or legislative activities
- Individuals
- Umbrella funding organizations that intend to distribute funds at their own discretion

NOTE: The City of Elgin is willing to review any proposal that has the potential to have a major impact on Elgin and provides for a public purpose.



310 North Main Street
P.O. Box 591
Elgin, Texas, 78621



(512) 229-3222



www.elgintx.com

FUNDING POLICIES AND PROCEDURES

The City of Elgin may provide funds for projects and programs that address community needs and provides for a public purpose as determined by the Elgin City Council. Funds are appropriated in each fiscal year budget as approved by City Council. Funding may be limited or capped each year as determined by City Council. The Non-Profit Funding Committee/City Council may determine to approve partial funding amounts or reject applications. Funding in previous years is not an indicator that the same level of funding will be approved.

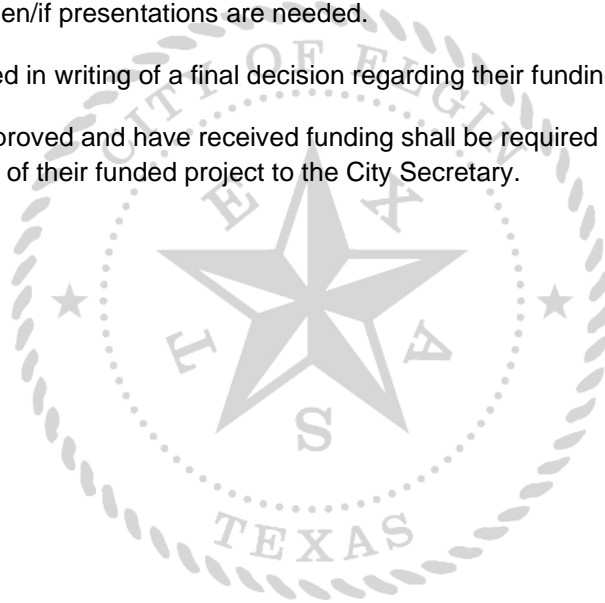
The City of Elgin accepts funding requests only from organizations that are tax - exempt (or have applied for tax-exempt status) under Sections 501(c) (3) of the Internal Revenue Code.

The procedure for applying for funding is to submit a funding request, and if a finalist, make a presentation to the Non-Profit Funding Committee of Elgin if requested to do so.

Finalists will be notified when/if presentations are needed.

All applicants will be notified in writing of a final decision regarding their funding request.

All Non-Profits that are approved and have received funding shall be required to provide a semi-annual status **by the end of April** of their funded project to the City Secretary.



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CHECKLIST

NON-PROFIT FUNDING REQUEST ELECTRONIC ATTACHMENTS

Completed application and questionnaire

- Current general operating budget
- Most recent year-end financial statements (please provide audit if one is prepared)
- Most recent IRS Informational Return Form 990, if applicable
- 501(c)(3) Tax - determination letter
- Accreditation certificate



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TIMELINE

**October 4,
2021**

- Applications Available for Agencies.

**December 3,
2021, Noon**

- Applications Due Back From Agencies.

**January
2022**

- Non-Profit Funding Committee makes recommendations. Council will consider allocation of funding.



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