

NON-PROFIT FUNDING APPLICATION

GUIDELINES

All applications must be submitted by noon on May 15, 2020 and must include 1 original and 1 copy of 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 is able to 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
- Umbrella funding organizations that intend to distribute funds at their own discretion
- Political lobbying or legislative activities
- Individuals

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) 285-5721



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 and or capped each year as determined by City Council. This may result in some Non-Profits not being funded each fiscal year.

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.

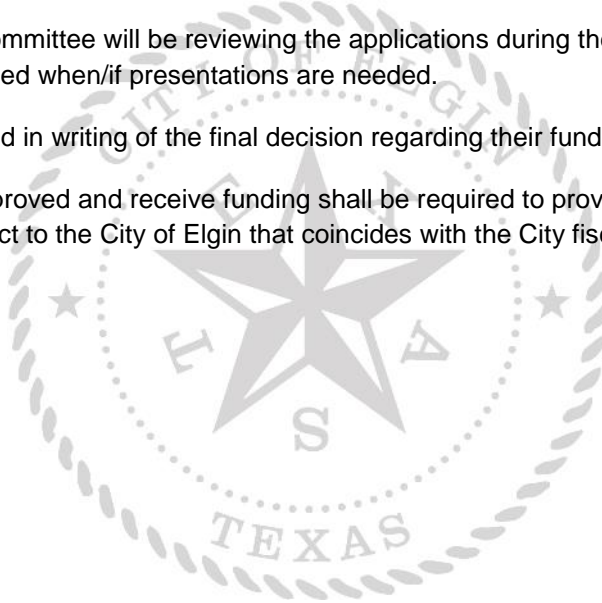
The procedure for applying for funding is to submit a funding request, and if a finalist, make a presentation to the Non-Profit Funding Committee of Elgin if requested to do so.

Funding will be awarded only to organizations that have met all the deadlines for project reporting and accountability for any previous grant from the city.

The Non-Profit Funding Committee will be reviewing the applications during the months of May and June 2020. Finalists will be notified when/if presentations are needed.

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

All Non-Profits that are approved and receive funding shall be required to provide a semi-annual status report of their funded project to the City of Elgin that coincides with the City fiscal year that begins October 1st of each year.



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CHECKLIST

NON-PROFIT FUNDING REQUEST ATTACHMENTS

Completed application and questionnaire

- List of Board of Directors, showing occupations, if any, of each board member as well as contact information
- 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, if applicable
- Letters from recipient organization(s), if the project/program involves providing services to other organization(s)
- Report demonstrating how previous grant money from the City of Elgin were used and the results of the past project, if applicable

PROJECT INFORMATION TO INCLUDE IN APPLICATION

- Project Name.** Name of the project/position
- Project Cost.** State the total cost of the project and the amount requested from the city for the project
- Project Description.** Describe the project, including a summary of the critical issues/opportunities it addresses; it's benefits to the community, and the changes/results it hopes to attain and what public purpose it serves
- Project Timeline.** Include beginning, end and key events. Be sure to specify the timeframe when the funding requested from the city would be spent
- Key Staff and Volunteers.** List the number of key staff and volunteers involved with the project. Please include how the community will be involved, if applicable
- Board Support.** What percentage of the agency's board provided financial support to the organization in the most recent fiscal year? What was the total amount of the financial support received from Board members in the most recent fiscal year?
- Evaluation.** What objective criteria will indicate the project is a success? How will you know if the criteria are met?
- Project Budget.** Specifically itemize the project showing how the funds requested from the City will be used and identifying sources of revenue for other project expenses.



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TIMELINE

March 1, 2020

- Applications Available for Agencies.

**May 15,
2020, Noon**

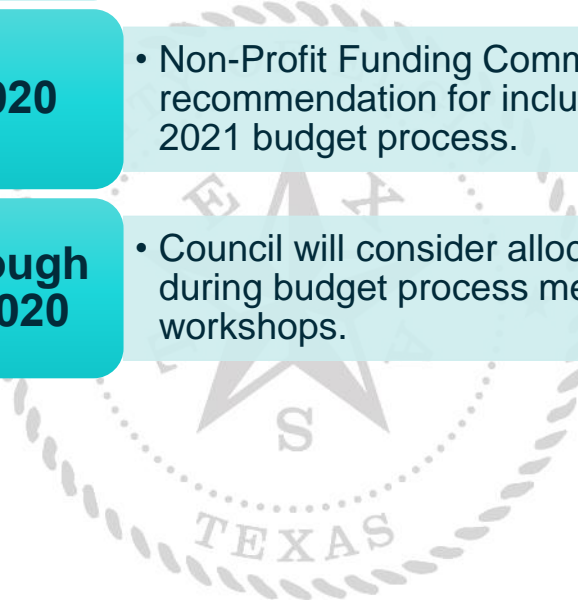
- Applications Due back From Agencies.

May-June 2020

- Non-Profit Funding Committee makes recommendation for inclusion in FY 2020-2021 budget process.

**July 2020 through
September 2020**

- Council will consider allocation of funding during budget process meetings and workshops.



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