



City of Fowler
COMMUNITY YOUTH ORGANIZATION FUNDING APPLICATION
 _____ Fiscal Cycle

Please print or type and attach additional paper if needed

I. GENERAL INFORMATION

Date: _____

Applicant:			
Type of Applicant:	Public Agency	Private Non-Profit	Other:
Contact Person:			Title:
Address:			City, Zip Code:
Phone:	Fax:	Email:	
Agency website:			
Location of headquarters, branch offices, and outreach sites:			
Provide a description of the youth organization and its general functions:			
What is your agency's budget for the current fiscal year?			\$
I have received a copy of the Youth Recreational Funding Program Guidelines			Initial _____

Signature: _____ *Date:* _____

Print Name: _____

II. PROGRAM DESCRIPTION

Name of the youth program or project for which you are requesting funding: .	Amt. of Funding Requested: \$	
Is a new or existing program? (Please circle one)	New	Existing
Number of clients this program is currently serving in the current fiscal year:	Fowler Residents and Students	T o t a l
Number of clients this youth program is expected to serve in the next fiscal year:		
Provide a detailed description of the proposed project explaining precisely what is to be accomplished with the requested funds. What is the primary project goal? Include details on the nature and scope of the situation to be addressed.		
Identify and describe the target population.		
How will this program be promoted among the target population?		
Identify the facility at which the proposed project services will be provided, including hours and days.		

III. PROGRAM FINANCIAL INFORMATION

Please list the year(s), and amount(s) of past funding the program/project has received from the City of Fowler:

Please list funding the program receives from other sources, including other cities:

Please supply the following information regarding funding the specific program/project you are proposing.

Categories	Expenditures	Revenues	
		Other Sources	From City
Salaries & Benefits			
Supplies			
Rent			
Communications (phone, postage)			
Travel Expenses			
Insurance			
Other			
TOTAL BUDGET:			

IV. ATTACHMENTS

Please attach the following to your application:

- Evidence of non-profit status 501(c)(3)
- Copy of Bylaws/guidelines
- Evidence of Liability Insurance; amount of \$1,000,000
- Evidence of Worker's Compensation Insurance
- Board of Directors roster / stipend / amount
- Copy of the agency's most recent total budget

All application packets must be completed, with all attachments, and returned to the Fowler City Hall, 128 South Fifth Street, Fowler, CA 93625. Attention: City Clerk.

CITY OF FOWLER

YOUTH RECREATIONAL FUNDING PROGRAM GUIDELINES

MAY 2010

1. BACKGROUND AND PURPOSE

It has been the practice of the City Council to consider and contribute to the funding of local youth recreational programs conducted by non-profit organizations. The purpose of these Guidelines is to formalize the process for the granting of an award of monetary support to local non-profit organizations whose programs provide youth recreational activities for Fowler residents. Funding provided pursuant to these Guidelines is not intended for use as the sole or primary support of any organization.

2. ELIGIBILITY

Applicants must meet the following criteria:

- 2.1. Be formally incorporated as a non-profit entity and be tax exempt (under section 501(c)(3) of the IRS Code and section 2370(d) of the California Revenue and Taxation Code).
- 2.2. Be based in Fowler or provide services in Fowler to a significant Fowler client base.
- 2.3. Provide a service that is not a duplication of an existing public sector program, OR if the service is duplicated, the applicant must show why it is not an unnecessary duplication of service.
- 2.4. Maintain accounting records which are in accordance with generally accepted accounting practices.
- 2.5. Have bylaws or guidelines that define the organization's purposes and functions, its organization, and the duties, authority and responsibilities of its governing body and officers.
- 2.6. Provide for adequate administration of the program to insure delivery of the services. One individual should be designated as the organization's primary contact person with the City.
- 2.7. Use at least 95% of City funds granted for direct services as opposed to administrative costs.
- 2.8. Implement programs that emphasize youth recreational programs for Fowler residents.

3. PROCEDURE

Applicants shall file an application for Community Youth Organization Funding with the City Clerk. Application forms may be obtained from City Hall or off the City's web page at www.ci.fowler.ca.us. The City Manager is responsible for reviewing all proposals and submitting recommendations for funding to the City Council. In its evaluation, the City Manager shall "**consider and evaluate**" the following criteria:

- 3.1. The non-profit status of the organization.
- 3.2. The number of citizens within the community that will benefit directly by the expenditure as well as the ratio of Fowler residents served to the total number of individuals served.
- 3.3. Adherence to these Guidelines, City ordinances, and other stated policies of the City.
- 3.4. Whether or not a public need will go unmet without the contribution.
- 3.5. The degree to which the goodwill of the City will be promoted.
- 3.6. The degree to which the cause has been recognized as a contribution to the community.
- 3.7. Whether or not the contribution could expose the City to civil liability.
- 3.8. The amount of the request.
- 3.9. The degree to which the members of the organization have engaged in fund-raising activities.
- 3.10. The percentage of the organization's operating budget that consists of City funds. Having an operating budget that relies too heavily on City funding will be evaluated lower.

4. FUNDING.

- 4.1. No organization may apply for funding if it failed to meet any of the post funding application requirements from the prior year (see section 5 below).
- 4.2. Funds will not be allocated to:
 - Political action committees, political candidates, or political campaigns.
 - Any organization conducting a religious activity.
 - For the rental of City facilities.
 - For school district programs and/or projects.

- 4.3. Funding requested from membership based organizations will not be considered if the funds requested are to be used to directly benefit its members and not the community at large.
- 4.4. Funding of a program will not constitute a precedent for contributions in subsequent years.
- 4.5. Final funding decisions will be at the discretion of the City Council and will vary depending on budgetary considerations. Grants are funded primarily from the recreation portion of the City's Utility Users Tax. Absent special circumstances, the cumulative grants in any fiscal year should not exceed 15% of the recreation portion of the Utility Users Tax and the maximum contribution per organization should not exceed \$2000.

5. POST FUNDING APPLICATION REQUIREMENTS.

If funding is approved by the City Council, the non-profit organization shall comply with the following:

- 5.1. Carry adequate liability insurance naming the City as additional insured as may be required by the City.
- 5.2. Not unlawfully discriminate in employment or in clients served because of race, religion, national origin, sex, sexual orientation, disability, or any other class protected by the United States or California Constitution, or Federal or State statute.
- 5.3. Be accountable for revenue and expenditures through standard bookkeeping procedures. An annual review at the applicant's expense may be required, with the results available to the City of Fowler upon request.
- 5.4. Provide access to periodic reviews by City staff and City Council for purposes of monitoring the program.
- 5.5. Annual Programs. For recreational programs that run throughout the year, provide the City with an interim six-month and an end-of-the-year full financial accounting and narrative report.

The interim six-month report shall be submitted in writing, and may be brief but should include a financial summary indicating how funds have been expended during the period and a narrative commenting on development of the program.

The end-of-the-year report shall be in writing and submitted within 60 days after the one-year grant period. This report must include a complete financial statement detailing all expenditures of City monies for the program(s) covered under the grant and a narrative report on the project and its significance. The financial and narrative report should compare actual expenditures and accomplishments with the budget and objectives cited in the original proposal.

Seasonal Programs. For recreational programs that are seasonal, in lieu of the interim six-month and end-of-year report, the non-profit organization may provide a report within 30 days after the end of the program meeting the criteria of the end-of-year report.

- 5.6. Funded applicants must return to the City any unexpended funds at the end of the one-year funding period for annual programs and at the end of the seasonal program for seasonal programs, or whenever the City determines that the applicant has not performed in accordance with the approved program proposal.
- 5.7. City monies shall be used only for the purpose and program duly authorized and in accordance with the approved budget. Any deviation from the approved program may be made only with the City's prior written approval. If not, funds must be returned immediately to the City.