

CITY OF BOONVILLE

LOCAL AGENCY FUNDING APPLICATION GUIDELINES

Local Agency Funds are used for specific projects that provide relief and care for the indigent or that enhance the quality of life for Boonville residents. Funds may not be used to purchase, repair or maintain the upkeep and/or operating expenses of said organization. The City will evaluate ADA accessibility and accommodations in funding priorities and preferences. All funds must be expended for the stated purpose and receipts for reimbursement received by the City Clerk's office no later than February 16, 2021. Use of previous funds will be considered in the awarding of new grant money. Local Agency Funding comes from City Improvement Project (CIP) Tax which does vary from year to year.

1.) DUE DATE:

All applications must be completed, signed, and filed with the City Clerk's office, 401 Main Street, by **May 22, 2020**. Applications that are not received by this date, or are incomplete, **WILL NOT BE CONSIDERED**. **You may also email the signed, completed application to teresa.studley@boonville-mo.org** If the application is emailed in, there will be a reply sent back to you stating that the application has been received. If you do not receive the reply, please call Teresa Studley at (660) 882-2332.

2.) ELIGIBILITY:

Local agency funds are limited to not-for-profit, non-religious organizations, or divisions of government.

3.) REVIEW PROCESS:

All expenditure verifications and applications will be reviewed according to these guidelines by the Local Agency Funding Committee, which will in turn make recommendations to the Boonville City Council. Applicants will be asked to make a presentation concerning project funding.

The project will be judged on the following criteria:

Benefit to Boonville Residents; Demonstrated Project Need; Organizational Financial Support; Community Involvement; Ability to Reach Target Audience; Ability to Execute Project.

If questions arise regarding the application process, please contact Boonville's City Administrator.

4.) FUNDING PRIORITY:

- Projects which provide relief or services to Boonville residents will be given a high priority.
- Organizations that have the ability to tax, who request project funding, will be given a low priority.
- Organizations created by state statutes or local ordinances, which request project funding, will be given a low priority.

5.) FUNDING RESTRICTIONS:

- City funds may not be spent on the purchase of buildings or repair or maintenance of buildings or equipment. Funds may not be used to purchase, repair or maintain the upkeep and/or operating expenses of said organization.
- City funds may not be spent on religious projects.
- City funds are limited to 50% of the total project costs (cash).
- No more than 25% of the total amount of funds available to local agencies shall be awarded to any one project.

6.) SCHEDULE REQUIREMENTS:

Friday – May 22, 2020

Applications must be submitted to the City Clerk's office by 5:00 p.m.

Wednesday – June 3, 2020

The Committee will hear a 5-minute presentation from each group requesting funds.

Monday – June 15, 2020

Committee recommendations to the City Council for first reading of the bill.

Tuesday – February 16, 2021

Financial requests for payment **and promotional pictures or documents** are due in City Clerk's office. **Any funds unclaimed as of this date will be forfeited unless prior approval is received.**

Tuesday – February 16, 2021

Project Assessment Form due in City Clerk's office.

7.) CONTRACT REQUIREMENTS:

All recipient organizations will be required to sign a "Contract for Services" **PRIOR** to receiving any City funds. **Final financial requests are due by February 16, 2021 in order to receive payment. Also, include a copy of a document or promotional picture on a sign with the endorsement that states "PARTIALLY SUPPORTED BY THE CITY OF BOONVILLE CIP TAX".**

8.) Project Assessment Requirements:

Upon completion of the project the organization shall submit a Project Assessment Form which is included in the contract packet. **The completed form is due in the City Clerk's Office by February 16, 2021.**

**LOCAL AGENCY FUNDING PRESENTATIONS
GUIDELINES TO FOLLOW
FY 2020-2021**

The committee wants to remind you of the important guidelines that are outlined in the contract if your organization will be chosen to receive funds.

The committee wants to **STRESS** how important these guidelines are because this is funding from **TAX PAYER MONEY**. Specifically the CIP TAX. These funds are **audited annually** and the guidelines **MUST BE FOLLOWED**.

1. Your agency agrees to provide the services and programs that you stated in the application.
2. Your agency will present **ORIGINAL receipts** to the city clerk of payments that **HAVE** been made. Bring in all of the receipts at **ONE TIME**. Therefore, only **ONE CHECK** will be issued for the total funds awarded. The funds are limited to 50% of the total cost of the project.
3. When the receipts are submitted, you will also **need to include a copy of a document** (for example: applications or cards) or **a picture on a sign** of this endorsement that states “**PARTIALLY SUPPORTED BY THE CITY OF BOONVILLE CIP TAX**”. Everyone that benefits from your program, needs to be aware that this grant is assisting your organization for this project or program.
4. Once the project has been completed, your agency will **COMPLETE** and **PRESENT** the **PROJECT ASSESSMENT FORM**, along with the receipts for the project, to the city clerk no later than **February 16, 2021**.
5. The contract that will be signed by you for your agency is a **BINDING CONTRACT**.

FAILURE to comply with these guidelines may result in Your Agency not receiving funds next year.

CITY OF BOONVILLE

**LOCAL AGENCY FUNDING
APPLICATION
FY 2020-2021**

Due in City Clerk's Office by 5:00 P.M. Friday, May 22, 2020

ORGANIZATION: _____

ADDRESS: _____

CONTACT PERSON _____ **PHONE NUMBER** _____

WHEN WAS THE ORGANIZATION FOUNDED?

WHEN WAS IT INCORPORATED AS NOT-FOR-PROFIT?

WHAT IS THE PRIMARY PURPOSE OF THE ORGANIZATION?

HOW MANY PAID AND VOLUNTEER WORKERS ARE IN YOUR ORGANIZATION?

WHAT IS THE COMMUNITY INVOLVEMENT OTHER THAN MEMBERS?

PLEASE NOTE LAST YEAR'S FUNDING AMOUNT FROM THE CITY, IF ANY.

NAME OF PROJECT:

WHEN WILL THE PROJECT OCCUR?

WILL THIS BE A SHORT OR LONG TERM PROJECT? PLEASE INCLUDE START AND COMPLETION DATES AND LOCATION.

PROJECT DESCRIPTION; PLEASE BE SPECIFIC. PLEASE ATTACH ADDITONAL PAGES IF NECESSARY.

WHAT GOODS AND SERVICES WILL CITY FUNDS BE USED TO PURCHASE? _____

WHO IS THE TARGET AUDIENCE AND WHAT ARE THE ANTICIPATED BENEFITS? _____

HOW WILL BOONVILLE RESIDENTS BENEFIT FROM THIS PROJECT?

PLEASE EXPLAIN HOW THE NEED FOR THIS PROJECT WAS DETERMINED.

WILL THERE BE COMMUNITY INVOLVEMENT IN THIS PROJECT? IF SO, PLEASE EXPLAIN THE LEVEL OF COMMUNITY VOLUNTEER AND IN-KIND SERVICES.

WHAT IS THE TOTAL BUDGET FOR THIS PROJECT?

HOW MUCH MONEY ARE YOU REQUESTING FROM THE CITY?

IS THIS PROJECT ADA ACCESSIBLE? IF NO, PLEASE EXPLAIN:

I certify that I am a duly authorized representative of this organization, empowered to submit this request and that this organization and project does not discriminate on the basis of race, creed, sex, national origin, or handicap.

SIGNATURE

PRINTED NAME

TITLE

Any funds unclaimed as of February 16, 2021 will be forfeited unless prior approval is received.