



APPLICATION FOR PUBLIC FUNDING

Fiscal Year 2021

SUMMARY

The City of Athens is currently soliciting proposals by outside organizations for funding assistance for the 2021 Fiscal Year. Organizations requesting funds for public purposes must complete an application. All applications must be received by 5:00pm, October 29, 2020.

NOTE: This application is for Public Funding related projects.

SUMMARY

The Athens community is home to numerous organizations who provide services that benefit the residents, businesses, and visitors of the City. In certain instances, the services provided by these organizations meet a public purpose that is not addressed by the City of Athens or supplements an existing service provided by the City, thereby relieving the City of the cost of providing those services. In such instances, the City of Athens can achieve its objectives more efficiently by providing targeted financial support to these organizations.

The City accepts applications from eligible organizations seeking funds to be used for activities that serve a public purpose. Funding priority will be given to those activities that assist the City in accomplishing its strategic goals.

GENERAL INFORMATION

The City's use of general revenues is governed by the Texas Constitution, the Local Government Code, and the City Charter. The primary use of these revenues is intended to promote a public benefit for the residents, businesses, and visitors of Athens. For organizations to receive funding, they must demonstrate to the City that their service provides a benefit to the community and merits support of public funding.

The Texas Constitution, Article III, Section 52(a) provides for the loaning or granting of public money by cities for use of a public purpose. On March 27, 2017, the Athens City Council passed Resolution No. R-15-17, specifically authorizing the provision of public funds to outside organizations with the express intent that such funds accomplish a public purpose.

Additionally, the City is further limited by the availability of funds within its annual budget and must therefore make prudent decisions regarding the allocation of funds for such uses. The City of Athens is under no obligation to allocate any portion of general revenues unless the City enters into a funding contract. Award of funds does not guarantee future funding. The City Council shall have the final decision regarding the allocation of funds and the specific dollar amount funded.

A formal application process ensures that organizations requesting funding from the City of Athens can adequately demonstrate the impact of the requested funding within the community. The formal application process also aids the City in allocating available funds.

Applications must be received by the deadline stated on the application form and any applications received after the deadline will not be considered.

ELIGIBILITY

The following requirements will apply for any application for funding to be considered:

- A. As required by State law, all funded activities must serve a public purpose.
- B. The applicant must be an organization or corporation governed by a board of directors, or similar governance structure.
- C. The applicant must be located in the Athens city limits.
- D. The applicant must demonstrate that the disbursement of funds will directly benefit the residents, businesses, and or visitors of the City of Athens.
- E. The applicant must be a legal entity with legal capacity to enter into contracts.

- F. The applicant must demonstrate that the funded activities are available to and appropriate for the general public. All funded activities must be provided to the public on an equal basis.
- G. The applicant must demonstrate that it is in good financial standing and that the financial safeguards are in place to protect public funds.

APPLICATION AND EVALUATION PROCESS

The City will accept applications for funding considerations for FY 2021 until 5:00 p.m. on Thursday, October 29th, 2020. Applications shall be delivered to the City of Athens at 508 East Tyler St., Athens, Texas 75751.

The organization must submit one (1) original and five (5) complete copies of the application.

Required Information: Each organization must submit the following documents to be included with the application:

- A. A list of current board of directors and officers, or similar governing structure;
- B. A brief statement of the organization's purpose;
- C. A brief statement of the activity to be funded;
- D. A document or statement showing financial stability of the organization, as described herein; and
- E. An estimated budget for the activity for which funding is sought.

Review of Eligibility: Once an application is received, the City will review the application to ensure that all required information has been submitted and that the application is complete. Any deficiencies to the application will be submitted in writing to the organization with a request to correct the deficiencies. No application will be presented to the City Council for consideration if requested information is missing.

Evaluation Criteria: City Staff and City Council will use the following criteria to evaluate requests:

- A. Expected impact of the activity(ies) on the Athens community to be defined in terms of community participation, economic impact, or other outcome measures.
- B. Financial standing of the organization and safeguards to be used to protect the integrity and purpose of the public funds.

Applications are reviewed by City Staff.

While City staff will provide analysis, the City Council will exercise sole discretion over which applicants receive funding and at what funding levels.

FINANCIAL REVIEW

The City of Athens may, at any time, request a report, document or audit to be submitted by the organization to the City that may relate to the use public funds. By signing the application, the organization acknowledges this requirement and give permission for City auditors to review accounting records of the organization.

AWARD OF FUNDING AND ACKNOWLEDGEMENT

If funding is awarded, the City Council will authorize a funding contract with the organization. The contract will specify the services to be performed using public forms, agreement to reporting obligations, and other administrative requirements the City deems necessary and appropriate.

The organization must return two (2) signed original funding contract documents to the City of Athens within thirty (30) days of receiving City Council approval for funding. Failure to return the executed agreement, shall be deemed a rejection of the offer for funding by the City Council and the offer shall be deemed withdrawn.

REPORTING AND REIMBURSEMENT

A funded organization will be required to submit a report detailing the expenses for which it seeks reimbursement from the City of Athens. Copies of receipts or invoices shall be provided for expenses to be reimbursed. Only expenses that meet the defined guidelines of this application shall be reimbursed. The City shall not make reimbursements for expenses where no invoice or receipt is provided.

In some circumstances, the City may consider direct payment of expenses to vendors instead of reimbursement to the local organization.

The report seeking reimbursement for a specific event must be submitted within forty-five (45) days after the end of the event. An organization receiving funding for ongoing promotion and multiple events must submit a report each quarter. Failure to submit the post-event report will make an organization ineligible to receive funding the following year and/or a reduction in any amount approved.

Partial or incomplete reports will not be accepted. Reports shall be in a form that is acceptable to the City Manager, and shall show total revenues, total expenses, estimated actual versus expected number of attendees, and the financial impact.

LIMITATIONS

The following limitations apply:

- A. Each applicant may only apply for public funds once per fiscal year.
- B. Activities must be completed, and funds expended within the City's fiscal year, ending September 30, unless prior written authorization is obtained from the City Manager.
- C. All funds distributed must have a direct correlation to the activities and must be clearly established within the agreement between the organization and the City.

FORFEITURE

Failure to comply with these requirements may result in forfeiture on final payments, required reimbursements and/or disqualification from consideration of future applications.

QUESTIONS

Any questions regarding the application, policy, or process should be submitted to:

Elizabeth Borstad
eborstad@athenstx.gov
903-675-5131

APPLICATION FOR PUBLIC FUNDING

ORGANIZATIONAL INFORMATION

NAME OF ORGANIZATION:	
CONTACT PERSON:	
TITLE:	
ADDRESS:	
PHONE NUMBER:	
EMAIL:	
WEBSITE:	
NON-PROFIT?	<input type="checkbox"/> YES <input type="checkbox"/> NO
FEDERAL TAX ID # (if applicable):	
Write a short description of your organization:	

PROPOSAL INFORMATION

Write a description of the activities or services to be provided with public funds:

Duration of the activities (in days):

Start Date:

End Date:

Amount of Funds Requested: \$

Current Year Revenue Projection: \$

Current Year Expenditure Projection: \$

Describe (or attach) a timeline of the activities from planning to completion:

List other sources of funding for the activities or services:

List any other partners for the activities or services:

Have the activities or services been provided before? YES NO

If yes, how many times or for how many years?

How many people participated in the previous year's activity (if applicable)?

How many people are expected to participate in the Fiscal Year 2021 activity (if applicable)?

How will the activities or services be promoted to the community?

How will the activities or services contribute to the City of Athens?

I have read and agree to comply with the terms outlined in this packet.

I certify that the information contained in this application is correct to the best of my knowledge and that I am authorized to make this application on behalf of the organization herein described for the purpose of receiving funding from the City of Athens.

Date: _____

Signature: _____

Printed Name: _____

Title: _____

Attachments:

- List of current Board Members and Officers (if applicable)
- Proof of Insurance (if applicable)
- Statement of Organization's ability to financially support this activity
- Documentation of good financial standing
- Statement or documentation of proper internal controls

SUBMIT TO:

City of Athens
Attn: City Secretary
508 E. Tyler Street
Athens, TX 75751
903-675-5131