



CITY COUNCIL AGENDA ITEM

TO: Mayor & City Council

DATE: December 11, 2014

FROM: John McDonough, City Manager

AGENDA ITEM: Consideration of Approval of Nonprofit Funding Awards

MEETING DATE: For Submission onto the December 16, 2014, City Council Regular Meeting Agenda

BACKGROUND INFORMATION: (Attach additional pages if necessary)

See attached:

Memorandum
Summary Recommendations
Approved Solicitation

CITY MANAGER APPROVAL: _____

PLACED ON AGENDA FOR: **12/16/2014**

CITY ATTORNEY APPROVAL REQUIRED: () YES () NO

CITY ATTORNEY APPROVAL: _____



TO: John McDonough, City Manager

FROM: Karen Ellis, Finance Director

DATE: December 5, 2014 for submission on the Agenda of the December 16, 2014 City Council Regular Meeting

ITEM: Consideration of Approval of Nonprofit Funding Awards

Background

During the FY2015 Budget process, Mayor and Council approved the appropriation of \$50,000 for the Serving Sandy Springs program, the same amount as in FY2014.

Discussion

The solicitation for applications was released on September 19, 2014, and a training session was held on September 30, 2014. Thirteen applications were received requesting \$99,970 of an available \$50,000.

Staff evaluated the applications and developed recommendations for funding, which are attached to this memo. For reference, a copy of the approved solicitation is also attached.

Attachments

1. Summary Nonprofit Funding Recommendations
2. Approved Solicitation

FY2015 Serving Sandy Springs
Award Recommendation Summary

Organization Name	Number of Clients Served Annually	Number of Residents Served Annually	Amount Requested	Award
Act 3 Productions, Inc.	2500	1500	\$ 10,000	\$ 6,250
Am Yisrael Chai	1200	800	\$ 5,250	\$ 3,250
Art Sandy Springs	9200	1200	\$ 6,000	\$ 3,750
Friends of Benson	1700	1530	\$ 10,000	\$ 10,000
Friends of North Springs High School Foundation	1600	1600	\$ 5,000	\$ 5,000
Heritage Sandy Springs	75000	65000	\$ 4,025	\$ 2,645
Horizons Atlanta	120	120	\$ 11,000	
Housing Initiative of North Fulton, Inc./ HomeStretch	171	26	\$ 5,000	
Keep North Fulton Beautiful	20000	20000	\$ 7,000	\$ 5,775
Mary Hall Freedom House, Inc.	400	400	\$ 10,000	\$ 2,500
Sandy Springs Education Force	11000	10450	\$ 15,000	\$ 10,736
Sandy Springs Tennis Association	250	250	\$ 4,500	
The Sandy Springs Society, Inc	10108	7808	\$ 7,195	
		Total	\$ 99,970	\$ 49,906
	Applications Received	13		
	Applications Awarded	9		
	Award Total	\$49,906.00		

**SERVING SANDY SPRINGS
NON-PROFIT FUNDING AND SUPPORT POLICY STATEMENT
FISCAL YEAR 2015**

General

The goal of this Serving Sandy Springs Non-Profit Funding and Support Policy Statement, Fiscal Year 2015 (“FY2015 Non-Profit Statement”) is to provide instructions to organizations requesting financial and non-financial resources from the City of Sandy Springs (“City”) for the fiscal year 2015. This FY2015 Non-Profit Statement summarizes the City’s Serving Sandy Springs Non-Profit Funding and Support Policy (“Non-Profit Policy”), adopted by City Council in its current form on March 4, 2014 to ensure an accountable, objective, and fair process for funding non-profit organization resource requests.

Applicants are urged to review the Non-Profit Policy in its entirety before submitting a request for resources. In the event there is a conflict between the terms of this FY2015 Non-Profit Statement and the terms of the Non-Profit Policy, the terms of the Non-Profit Policy shall control.

Please note: The City has no obligation or requirement to provide non-profit organizations with resources and hereby reserves the right not to award resources to any or all organizations, in its sole discretion. The City may award resources in any amount deemed appropriate by the City, which may be less than the resources requested. The Non-Profit Policy is subject to allocation of funds by City Council.

Resources Available

The City may award financial or non-financial resources to non-profit organizations meeting the criteria set out in the Non-Profit Policy. All resources are subject to the requirements of this FY2015 Non-Profit Statement and the Non-Profit Policy. Awards of non-financial assistance may include media, promotion, community notification, requests for letters of support, and use of City property. Depending upon the extent of non-financial support requested, the City may waive the formal application process, such as requests for letters of support. Please refer to the Non-Profit Policy for specific guidelines regarding requests for non-financial resources.

Eligibility

For Fiscal Year 2015, applying organizations must be 501(c)(3) qualified non-profit organizations in good standing, located in the City or substantially serve residents of the City, and provide programs or services to residents of the City. Organizations without valid 501(c)(3) standing or which do not directly benefit the City or its residents in a legitimate public service enterprise need not apply and will not be considered for the granting of resources. In addition, the City will not allocate resources to the following types of organizations:

- a. Programs that promote religion or religious themed events
- b. Organizations that support political activities and/or private interests
- c. Organizations that discriminate based on race, color, religion, gender, national origin, disability, sexual orientation or age

Program Requirements

To be considered for an award, the applicant's proposed project must meet a public need and directly benefit City residents. Programs or services provided by a requesting non-profit organization must support the goals and objectives of at least one (1) of the City's adopted priorities, which are:

- | | |
|--|---------------------------------|
| a. Public Safety | d. National Resource Protection |
| b. Transportation | e. Community Appearance |
| c. Recreation and Cultural Enhancement | f. Downtown Development |
| | g. Economic Development |

Resources will not be granted to support operational, administrative or fundraising functions.

Additionally, the City, as a fiduciary, requires a direct relationship with non-profit organizations receiving resources under this policy. Therefore, the City will not provide resources to organizations that, in turn, pass awarded funds through to other entities. However, a non-profit organization that passes through funds to other non-profit entities may apply for funding to support direct programming or events that further one (1) of the City's adopted priorities.

How to Apply

For Fiscal Year 2015, the City has a specific application period as described below and will not accept requests for resources outside the application period. In addition, for this funding cycle, applications will only be accepted online through the City's website at

<http://www.sandyspringsga.gov/ServingSandySprings>.

Complete and compelling applications must be submitted via the City's website no later than 5:00 PM on Monday, October 20, 2014. Applications and materials submitted after this deadline will not be reviewed or considered. Awards will start no later than January 1, 2015, and must be expended (requested for reimbursement) by Friday, June 19, 2015. ***A training workshop to assist in the completion of the application will be held at City Hall in the Training Room located adjacent to Council Chambers on Tuesday, September 30, 2014 at 1:30 PM.*** While this training is not mandatory, applicants are strongly encouraged to attend as it will help non-profit organizations prepare the most competitive application possible for the limited resources available.

To apply for resources, please complete the online application form found at <http://www.sandyspringsga.gov/ServingSandySprings>. In addition, provide the following information, which must be uploaded as a **single, PDF** document:

1. **Cover letter** (not to exceed one (1) page). Summarize how resources requested will meet a public need of City residents, and will further at least one (1) of the City's adopted priorities

2. **Project Narrative** (not to exceed five (5) pages).

- a. Describe the *population served* by the requested resources including the total number served.
- b. Explain how the resources requested will *meet a public* need of the residents of the City and further an adopted priority of the City.
- c. Explain whether the non-profit organization's mission or *services are duplicated* by other organization(s) and if so, how collaboration and coordination of services occurs.
- d. List *measurable goals* or outcomes and detail the *implementation plan* including timeframes for use of resources and the *reporting* that will be provided to the City to ensure compliance with use of the resources.
- e. Clearly and concisely state how requested financial resources will be used, such as identifying specific supply and equipment purchases, and/ or contracted services.

3. **Organization Overview** (not to exceed twelve (12) pages), to include the following:

- a. Copy of the current budget with a statement of anticipated changes for the upcoming year.
- b. List of paid staff and salaries.
- c. Copy of the applicant organization's most current financial statement (twelve (12) months), including balance sheet and profit and loss statement. The balance sheet must include an explanation for any reserves held by the organization
- d. Copy of the previous year's comprehensive annual financial report, or audited financial statements and all management letters for the last five (5) years, if applicable. If the organization does not require a comprehensive annual financial report, or audited financial statements, provide a sworn statement accounting for all receipts and expenditures or a certification statement by the board of directors' treasurer stating the organization's accounting system is adequate and sufficient to manage the requested resources.
- e. Copy of the prior year IRS tax return and IRS 990 form.

4. **Supplemental Information** (no page limitations), to include the following:

- a. List of the organization's board of directors, including lengths of service, terms of office, officer assignments, and a statement confirming the composition of the current board of directors meets the organization's bylaw requirements and an explanation if it does not.
- b. Copy of the organization's 501(c)(3) certificate and the annual certificate of registration with the Georgia Secretary of State's Office authorizing non-profit status.
- c. Copy of the organization's multi-year plan to achieve financial stability.
- d. Certification executed by an authorized officer of the organization in the following form:

"I have the authority and hereby certify that the information contained in this application and accompanying documents are true, that all financial documents

have been reviewed for accuracy, and that the application is made with the knowledge and proper authorization of the organization.

Name (printed): _____

Title (printed): _____

Signature: _____

Date signed: _____”

Contact

For questions regarding this FY2015 Non-Profit Statement or the Non-Profit Policy, please contact Ms. Raquel Gonzalez, City Manager's Office, at (770) 206-1419 or rgonzalez@sandyspringsga.gov.