SANDY SPRINGS
GEORGIA

CITY COUNCIL AGENDA ITEM

TO: Mayor & City Council **DATE:** November 26, 2013

FROM: John McDonough, City Manager

AGENDA ITEM: Consideration of Approval of Nonprofit Funding Awards for FY2014

MEETING DATE: For Submission onto the December 3, 2013, City Council Regular Meeting Agenda

BACKGROUND INFORMATION: (Attach additional pages if necessary)

See attached:

Memorandum
Summary Scoring & Recommendations

APPROVAL BY CITY MANAGER: JM *APPROVED*

PLACED ON AGENDA FOR: 12-3-2013

CITY ATTORNEY APPROVAL REQUIRED: (✓) *YES* ( ) *NO*

CITY ATTORNEY APPROVAL: SM

REMARKS:

SANDY SPRINGS
GEORGIA

TO: John McDonough, City Manager

FROM: Eden Freeman, Assistant City Manager

DATE: November 26, 2013 for submission on the Agenda of the December 3, 2013 City Council Regular Meeting

ITEM: Consideration of Approval of Nonprofit Funding Awards

Background

During the FY2014 Budget process, Mayor and Council approved the appropriation of $50,000 for the Serving Sandy Springs program, the same amount as in FY2012 and FY2013.

Discussion

The solicitation for applications was released on August 23, 2013, and a training session was held on September 24, 2013. Seven applications were received requesting $49,352 of an available $50,000.

Staff evaluated, scored 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 Scoring and Recommendations
2. Approved Solicitation

FY2014 Serving Sandy Springs Award Recommendations

	Average Score	Number Residents Served	Request	Cost Per Resident Served	Award	Funds Available After Award	Serving Sandy Springs Prior Awards
Sandy Springs Education Force	44.67	25	$ 15,000	$ 600.00	$ 15,000	$35,000	1
Child Development Association	39.33	74	$ 9,990	$ 135.00	$ 9,990	$25,010	2
Heritage Sandy Springs	39.33	150	$ 2,862	$ 19.08	$ 2,862	$22,148	2
Senior Services North Fulton	39.33	351	$ 2,500	$ 7.12	$ 2,500	$19,648	0
Art Sandy Springs	37.00	303	$ 6,000	$ 19.80	$ 6,000	$13,648	2
Act3 Productions	30.33	700	$ 10,000	$ 14.29	$ 10,000	$3,648	1
National Council of Jewish Women	24.00	83	$ 3,000	$ 36.14	$ 3,000	**$648**	0
	Total	**1686**	**$ 49,352.00**		**$ 49,352.00**		

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FY2014 Nonprofit Requests for Funding and Support

Serving Sandy Springs: Non-Profit Funding and Support Program

The goal of the City's Non-Profit funding program is to establish a policy for consistent response to requests for financial and non-financial resources on behalf of non-profit organizations in the City of Sandy Springs. This policy shall provide the necessary guidance to both the City and non-profit organizations on these types of funding arrangements.

Requests for Funding Policy

While the City of Sandy Springs has no financial responsibility to assist or provide non-profit organizations with funding, services, resources, or labor, it is anticipated that there may be requests in the future. In an effort to ensure consistency and fairness, the following guidelines have been established:

- Mayor and City Council may adopt a line item in the annual budget to support non-profit programs. This amount shall be no more than the amount that can be accommodated from on-going operating revenues which are in excess of operating expenditures, after all contingency and fund balance reserves have been met.
- The City will not support any non-profit organization that has a religious affiliation. The City will not provide funding to support public or private schools. A non-profit organization must have its 501(c)3 designation at the time of application in order to be eligible for funding.
- The City assumes no liability for any project which the City provides funding, services, resources and/or labor.
- The non-profit organization must tie its funding request to a service which will directly benefit the citizens of Sandy Springs. No funding shall be provided to support operational, administrative or fundraising functions. Only services that provide a direct, documented benefit shall be funded.
- Services provided to Sandy Springs residents by a non-profit organization shall be addressed through a proposal and subsequent grant agreement (if approved) between the City of Sandy Springs and the organization.
- As a general rule, funding for non-profit organizations serving Fulton County should be provided by the Fulton County Commission to ensure that Sandy Springs residents are not subject to double payment through their municipal and county taxes. However, City Council reserves the right to make contributions to non-profit organizations that provide services that meet the basic needs of Sandy Springs residents based upon the merit of the request. Requests for funding for non-profit organizations shall not require matching funds; however, evaluations of such funding requests will be made based upon the services delivered to citizens and the perceived need of such services.
- Applications will be evaluated and scored based on the following criteria:
  - Is the non-profit organization receiving the best value for the money? (66.6%)
    - How many Sandy Springs residents are/will be served by the non-profit program?
    - If education-related, have test scores, promotion or graduation rates or student achievement outcomes improved as a result of the non-profit organization's programs?
    - Is the amount of funding requested reasonable and realistic for the proposed project?
    - How long has the non-profit organization been in existence? Does the non-profit organization have a proven track record of service provision?
  - Is the non-profit accessing all available resources? (33.3%)
    - What percentage of the non-profit's budget is raised through fees for service or admission; federal, state or local funding; foundation funding; individual donations or other revenue sources?

Serving Sandy Springs: Non-Profit Funding and Support Program

- Utilizing the budget and priorities adopted by the Mayor and City Council during the annual budget process, staff will evaluate the applications received and provide an objective ranking for the award of available funds. A decision will be made regarding the award of funding for the non-profit organization based upon services to be provided and the merit of the request.
- The City may provide support to non-profit organizations that are supplementing a Fulton County Health and Human Resource or providing aid to families and individuals with poverty incomes.
- Funds will be forwarded to the non-profit organization in a grant-style manner, on a reimbursement basis once the award has been made and the grant agreement has been executed by the non-profit organization and received by the City from the organization.
- Organizations receiving funds under this policy will be required to provide reports to the City which ensure compliance with the services to be delivered, the expenditure of resources and funds, and adherence to the contract/grant agreement between the two parties.
- The City reserves the right to review, audit, and require additional documentation evidencing compliance with the terms of the award and the requirements for the use of the funds awarded under this policy.
- All requests for funding must be made using the attached form. 501(c)(3) non-profit organizations must include a copy of the previous calendar year form 990. Other non-profits should attach a copy of their current fiscal year budget.
- All non-profits must submit a copy of their IRS designation as a non-profit entity.

For Fiscal Year 2014, the City will have a set application period and will not accept requests for funding outside of the application period. In addition, for this funding cycle, applications will only be accepted online through the City's website. Please visit the City's website at http://www.sandyspringsga.gov/ServingSandySprings. A link to the application system will be available on the page.

Applications from non-profit entities must be submitted via the City's website no later than ***Friday, October 4, 2013 by 5:00 PM***. Applications submitted after this deadline will not be reviewed or considered. Awards will start no later than January 1, 2014 and must be expended (requested for reimbursement) by June 30, 2014. ***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 24, 2013 at 1:00 PM.*** While this training is not mandatory, applicants are strongly encouraged to attend as it will help your non-profit prepare the most competitive application possible for the limited funds available.

To complete your application, you will need:
The information requested on application cover sheet (found on page 5 of this kit) and the following items:

- ☐ A brief narrative (no more than 3 pages, single spaced, 12 point font) describing the following and the criteria outlined on page 2 of this solicitation:
  - The mission, vision and goals of the organization and how this project will help your program meet your organization's goals;
  - How the funds are proposed to be used, including a detailed budget for the request;
  - The services that will be provided;
  - Data on the Sandy Springs residents who will benefit from the services/program; and
  - The reporting that will be provided to the City to ensure compliance with the use of the funds.
- ☐ A copy of the non-profit organization's IRS non-profit status designation (e.g. 501(c)3, etc.) (to upload);
- ☐ A copy of the non-profit organization's most recently completed annual audit or financial statements (to upload);
- ☐ A copy of the non-profit organization's previous calendar year IRS form 990 (to upload); and
- ☐ A listing of the non-profit organization's board/organization members (to upload).

Serving Sandy Springs: Non-Profit Funding and Support Program

Requests for Use of City-Owned Property

The City of Sandy Springs anticipates that non-profit organizations may request the use of City-owned property for the benefit of their programs. In these cases, the following shall govern the request and whether or not it is granted.

- The City may allow a non-profit organization to use real or personal property owned or leased by the City; provided, however, that in each instance a Memorandum of Understanding shall be entered into between the City and the non-profit organization for the specific City-owned property and use circumstances prior to any such allowed use.

- In the event the City allows a non-profit organization to use real or personal property owned or leased by the City, the terms of the Memorandum of Understanding may provide for the City to maintain the grounds and structures on the involved property and may, to the extent necessary, also provide for the City to pay for trash service, electric service, gas service, and/or water and sewer service for the involved property.

- Further, in the event of the City's allowing a non-profit organization to use property owned or leased by the City, the terms of the Memorandum of Understanding shall provide for the non-profit organization to be responsible for those activities and programming as may be allowed under the terms of the Memorandum of Understanding, in all respects, including, but not being limited to, the formulation, organization, establishment, and scheduling of such activities and programming.

- The non-profit organization shall agree in the Memorandum of Understanding, if found to be financially responsible, to indemnify and hold harmless the City, its Mayor, Council and all of its employees, representatives, and agents or to provide adequate insurance of a sum determined by the City to protect against claims asserted against the City.

Requests for Non-Monetary Assistance

The City of Sandy Springs Mayor and City Council adopted Resolution No. 2010-04-34 governing requests from non-profit organizations for non-monetary assistance. Nothing in this policy shall supersede that resolution.

Request for Non-Profit Funding
Cover Sheet

Use as your guide for the online submission.

Organization Name	
Organization Address	
Contact Person and Title	
Contact Phone **Contact Email**	
Organization's Total Annual Budget	
Total Number of Clients Served Annually	
Number of Sandy Springs Residents Served Annually	
Amount Requested	
Signature of Authorized Official	
Printed Name of Authorized Official	
Position with Organization	
Email and Phone Number for Authorized Official	