



CITY COUNCIL AGENDA ITEM

TO: Mayor & City Council

DATE: February 1, 2012

FROM: John McDonough, City Manager

AGENDA ITEM: Report on Evaluation of Applications for Funds by Non-Profit Organizations

MEETING DATE: For Submission onto the February 7, 2012, City Council Work Session Meeting Agenda

BACKGROUND INFORMATION: (Attach additional pages if necessary)

See attached:

Memorandum

APPROVAL BY CITY MANAGER:

JAM

APPROVED

NOT APPROVED

PLACED ON AGENDA FOR:

2/7/2012

CITY ATTORNEY APPROVAL REQUIRED:

() YES

() NO

CITY ATTORNEY APPROVAL: _____

REMARKS:



TO: Mayor and City Council

FROM: John McDonough, City Manager

DATE: February 3, 2012 for submission on the Agenda of the February 7, 2012 City Council Work Session Meeting

ITEM: Report on Evaluation of Applications for Funds by Nonprofit Organizations

Background

At the October 18, 2011 City Council Meeting, Council formally adopted a revised nonprofit policy and solicitation for the distribution of FY2012 funds. At the same meeting, Council appropriated \$50,000 to be distributed.

Discussion

The solicitation for applications was released on October 26, 2011, and a training session was held on November 15, 2011. Fourteen applications from 12 nonprofits were received requesting \$171,217 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. FY2012 Nonprofit Request for Funding and Support

Summary Nonprofit Funding Scoring

	Applicant	Final Score	Number of Sandy Springs Residents Directly Served by Project	Amount Requested	Cost Per Person (Based on # Directly Served)	Award Recommendation
1	Keep North Fulton Beautiful	45.00	300	\$ 750	\$ 2.50	\$ 750
2	GA Center for Child Advocacy	42.67	595	\$ 8,000	\$ 13.45	\$ 8,000
3	Mary Hall Freedom House	40.67	15	\$ 7,500	\$ 500.00	\$ 7,500
4	Child Development Association	40.00	74	\$ 9,990	\$ 135.00	\$ 9,990
5	Art Sandy Springs_Request 2- ShowStoppers	38.33	900	\$ 5,000	\$ 5.56	\$ 5,000
6	Ridgeview Charter School Foundation	36.00	25.2	\$ 16,900	\$ 670.63	\$ 5,632
7	Heritage Sandy Spring_Request 2- Classical Series	35.67	3000	\$ 7,400	\$ 2.47	\$ 7,400
8	Heritage Sandy Spring_Request 1- Sound System for Heritage Hall	33.00	6000	\$ 19,810	\$ 3.30	\$ -
9	Sandy Springs Garden Club	30.00	15000	\$ 2,500	\$ 0.17	\$ -
10	Act3 Productions	29.33	4500	\$ 20,000	\$ 4.44	\$ -
11	English for Successful Living	28.33	89.5	\$ 6,367	\$ 71.14	\$ -
12	Art Sandy Springs_Request 1- Bring Back the Music	27.67	15	\$ 7,000	\$ 466.67	\$ -
13	The Link Counseling	20.33	1112	\$ 10,000	\$ 8.99	\$ -
14	The Homeless Network	8.67	800	\$ 50,000	\$ 62.50	\$ -

*Sorted by score, highest-to-lowest.

Final Award Total	\$44,272.00
\$	(5,728)

Summary Nonprofit Funding Scoring and Recommendations

**14 applications from 12 non-profits.
Requested \$171,217 for an available \$50,000.**

	<u>Number Served</u>	<u>Average Score</u>	<u>Award Recommendation</u>
<p>1. Act3 Productions</p> <ul style="list-style-type: none"> • Requesting \$20,000. • In response to the number of residents served annually, the applicant states "approximately 75% (4,500)," but does not give a basis for this calculation. • The applicant did not provide a detailed budget as required in the solicitation. • Funds are requested for "production, marketing and outreach expenses specifically," but there is no breakdown of these costs. 	4500	29.33	\$0
<p>2. Art Sandy Springs – Bring Back the Music</p> <ul style="list-style-type: none"> • The applicant requests \$7,000 to support scholarships for 15 elementary age children for after-school band and orchestra musical instruction. • No information is given as to how the program will improve test scores or student achievement. • No information given on instructor qualifications. Narrative is only ¾ page. 	15	27.67	\$0
<p>3. Art Sandy Springs- Showstoppers</p> <ul style="list-style-type: none"> • The applicant requests \$5,000 to support the annual ShowStoppers talent show, in conjunction with Act3. • The amounts requested in the budget detail do not match the cover sheet. • Will serve 800 over 2 nights, averages out to \$6.25/person. • Included detailed budget. 	900	38.33	\$5,000
<p>4. Child Development Association</p> <ul style="list-style-type: none"> • The applicant requests \$9,990 to support early childhood education for 74 weeks at \$135/per week. • Serves 2,570 children in Sandy Springs annually. • Experienced non-profit. Receives other grant funds. • 	74	40.00	\$9,990
<p>5. English for Successful Living</p> <ul style="list-style-type: none"> • The applicant is requesting \$6,367 for 75 CD players (calculated by reviewer, not specified by the applicant) and 6 iPads. • The applicant does not justify how the iPads will be used to improve student outcomes. The description of how they will be used appears to be for communication with the students by the teachers via email regarding schedules and lesson plans. This is not a justified expense. • The number of Sandy Springs residents to be served is extrapolated based on the population served since 2003. This is not sufficient. • The reviewer has concerns that HB87 may be violated through any award to this program. 	89.5	28.33	\$0

	<u>Number Served</u>	<u>Average Score</u>	<u>Award Recommendation</u>
6. Georgia Center for Child Advocacy <ul style="list-style-type: none"> The applicant is requesting \$8,000 to train 3 facilitators and 595 residents in the Stewards of Children program. Experienced non-profit. Receives other grant funds. Included detailed budget. 	595	42.67	\$8,000
7. Heritage Sandy Springs- Heritage Hall (Bluestone Building AV) <ul style="list-style-type: none"> The applicant is requesting \$19,810 for a sound system and AV equipment for the lower level of the Bluestone Building. The applicant estimates serving an additional 3,000 individuals in the community. The cost seems high as the quote does not include an itemization of pricing for each item. 	6000	33.00	\$0
8. Heritage Sandy Springs- Classical Series <ul style="list-style-type: none"> The applicant is requesting \$7,400 for a Classical Concert Series at Heritage Green. No estimates as to how many for this program, but last year's non-Classical series had 6,000 participants. Concert talent from Franklin Pond Orchestra and Johns Creek Symphony Orchestra. 	3000	35.67	\$7,400
9. Keep North Fulton Beautiful <ul style="list-style-type: none"> The applicant is requesting \$750 for the City to provide shuttle service for parking for Art in the Park at Overlook Park on April 22, 2012. Estimates 300 children plus parents to be served. 	300	45.00	\$750
10. Mary Hall Freedom House <ul style="list-style-type: none"> Applicant is requesting \$7,500 to provide child care for children of 15 homeless female veterans for one month. Includes detailed budget for entire program, City funds would only subsidize a portion. 	15	40.67	\$7,500
11. Ridgeview Charter School Foundation <ul style="list-style-type: none"> Applicant is requesting \$16,900 for three Promethean ActivClassroom systems for Band, Orchestra and Chorus classrooms. The applicant's total annual operating budget is \$34,093. The amount requested is 49% of their annual operating budget. One unit is \$5,632, which the applicant states would improve music education at the school. 	25.2	36.00	\$5,632
12. Sandy Springs Garden Club <ul style="list-style-type: none"> The applicant is requesting \$2,500 to purchase daffodil bulbs for planting along the Abernathy Greenway. The applicant did not include a detailed budget and references that "approximately two-thirds of the funds raised will be designated for bulb purchase, planting and reserves for ongoing maintenance and printing, mailing and other necessary incidental costs to administer the project." The program's guidelines state that funds cannot be used for operational, administrative or fundraising functions. Staff has determined other City funds may be available for this project. 	15000	30.00	\$0

	Number Served	Average Score	Award Recommendation
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13. The Homeless Network

800

8.67

\$0

- The applicant requests \$50,000 to serve homeless individuals in Sandy Springs.
- The applicant has no track record of serving clients and only received their 501 (c) 3 in 2010.
- The applicant did not include a detailed budget nor financial statement nor their most recent IRS Form 990.
- The proposed project is poorly defined.

14. The Link Counseling Center

1112

20.33

\$0

- The applicant requests \$10,000 to support mental health counseling for Sandy Springs residents.
- No information is provided as to how residents will access the funding (e.g. will a sliding scale be used, how will participants be referred?).
- No estimated number of how many residents will be served by the funds.
- No detailed budget is included.



FY2012 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 2012, the City has decided to implement a set application period and will not accept requests for funding outside of the application period. Applications from non-profit entities are due at City Hall on **Friday, December 2, 2011 by 5:00 PM**. Applications submitted after this deadline will not be reviewed or considered. Awards will start no later than January 1, 2011 and must be expended (requested for reimbursement) by June 30, 2011. **A training workshop will be held at City Hall in the Training Room located adjacent to Council Chambers on Tuesday, November 15, 2011 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.

Applicants must submit the application cover sheet (found on page 5 of this kit) and the following items in the order given below:

- 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.);
- A copy of the non-profit organization's most recently completed annual audit or financial statements;
- A copy of the non-profit organization's previous calendar year IRS form 990; and
- A listing of the non-profit organization's board/organization members.

The coversheet for your organization's application must be signed by the Authorized Official for the organization. For non-profits, this is either the organization's Executive Director or Chairperson of the Board.

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, which is attached for reference.



Request for Non-Profit Funding
Cover Sheet

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	