

CITY OF EUREKA

Category: ADMINISTRATION

POLICIES & PROCEDURES

Subject: City Funding of Outside Charitable Organizations/Non-Profit Groups

Date Adopted: September 18, 2012

File  
Number 2.60

### POLICY OBJECTIVE

To establish guidelines for City funding of outside charitable organizations/non-profit groups providing a consistent approach and process whereby these groups may apply for funding from the City of Eureka.

### ASSIGNED RESPONSIBILITY

City Council established committee

### APPLICABILITY

Applicable to any outside charitable organization/non-profit group wishing to receive funding from the City of Eureka. Does not apply to groups under contractual agreement for services provided to the City of Eureka.

### PROCEDURES

1. The Finance Advisory Committee shall review and rank applications against the following criteria:
  - Consistency with City Council goals and priorities, such as initiatives established in the current Strategic Visioning Plan
  - Program or service to meet an identified community need
  - Uniqueness of community need as contrasted by duplicative types/levels of service
  - Degree to which funding will serve as seed money for new programs, activities and or lead to self-sufficiency
2. Funding awards will be evaluated annually, depending on available fiscal resources and independent of past funding. The total funding available for award shall be established annually by the City Council.
3. Groups awarded City funding shall provide specific financial reporting showing compliance with agreed upon services and or programs, showing how the specific community needs were met. Reports shall be on a quarterly, semi-annual, or annual basis, depending on the level of funding, and at the discretion of the Finance Advisory Committee. Lack of reporting shall disqualify a group from future funding.