



COMMUNITY CONTRIBUTIONS and SPECIAL EVENTS SPONSORSHIP PROGRAM

Overview and Guidelines

The City of Moab recognizes the value of local non-governmental organizations which provide specialized social services and cultural programs that benefit the citizens of Moab. As part of its budgeting process, the City Council may provide funds to support the Community Contributions Program and to act as a sponsor for certain special events. Every request will be considered but not all requests may receive funding. Organizations serving the residents of Moab are eligible to apply. Applications for funding will be considered annually.

DESCRIPTION OF PROGRAM:

Community Contributions

The **Community Contributions Program**, launched in 2018, provides funds to eligible community organizations for initiatives that benefit the residents of Moab. Typically these initiatives will constitute services that the City of Moab does not provide on its own, and may include a broad range of social, cultural, recreational, or scientific endeavors.

*Community Contributions applications are due **no later than October 15** each year.*

Special Events Sponsorships

Moab's **Special Events Sponsorship Program** provides funds for those organizations which seek to defray expenses associated with locally-hosted special events. In the past, the City Council voted to waive certain special event fees upon request; this Sponsorship Program replaces the fee waiver option with monetary awards that may be used for any expense related to producing special events within the City limits. Some "Free Speech" events are exempt from this new process. In some circumstances, for-profit businesses may request a sponsorship if all proceeds from their special event benefits a local non-profit organization.

*Special Events Sponsorship applications are due **no later than February 1** each year.*

ELIGIBILITY STANDARDS:

To be eligible to apply for funds under the City's 2018 Community Contributions Program, a local business intending to donate to a local charity, or a community organization must satisfy the following standards: (1) serve the residents of Moab; (2) intend to donate to or operate as a 501(c)(3) organization or other tax-exempt entity; (3) directly provide* the social, cultural, recreational, scientific program(s) for which funds are sought; and (4) not be a pervasively sectarian religious institution or requesting funds for specifically religious activities. General operating expenses are ineligible for consideration, although operating costs related to specific projects or programs are considered allowable expenses. For-profit companies may be eligible if all proceeds from funded projects are bestowed upon a qualifying local charity or City-authorized program.

*"Directly provide" means that the community organization conducts the social service(s) or cultural program(s) itself rather than through a separate entity to which it sub-awards monies. A community organization that is affiliated with a church, synagogue, mosque or similar entity shall not be deemed a "pervasively sectarian religious institution."

APPLICATION PROCESS:

I. Completion of Application Form

All interested organizations must complete an application, which will include:

- Indication of Community Contributions request or Special Event Sponsorship request
- Name and address of the organization (applicant is required to list the local branch if it represents a national or statewide organization.)
- Description of community services provided.
- Relationship of non-profit organization to the community.
- Current membership figures and approximate number of Moab residents served by the non-profit organization.
- Amount of funds requested.
- Proposed project and budget plan for the use of the funds and indicate other proposed revenue sources.
- Number of volunteers and volunteer hours provided by requesting organization for the project.
- Proof of 501(c)(3) status with a copy of the letter from the IRS or an explanation of tax-exempt status, or documentation demonstrating that all proceeds from the event will accrue to a tax-exempt entity.
- A financial overview of the organizational budget for the past two years. Newly-established organizations will describe their up-to-date financials.

- An explanation of overall organizational annual sources of revenue received by category (i.e., memberships, donations, government funding, grants). Individual donor names are not required.
- Any applicant who received funds from the City in the past three years shall indicate the year the funds were received, the amount of funds received and document how the funds were utilized. This includes fee waivers and in-kind donations.

II. Application Deadline

Completed application form along with supplemental documents must be submitted by October 15 each year for Community Contributions and February 1 for Special Event Sponsorships.

III. Evaluation of Applications and Selection Process

Following the application deadline, the Community Contributions Ad-Hoc Committee will review and consider proposals from community organizations. Applicants may be asked to attend a public meeting to address the Committee, answer questions, clarify their use of funds, etc. All proposals will be evaluated to ascertain which organizations best meet the service and program needs that the City seeks to satisfy. Factors to be considered include, but are not limited to, the following:

- A. The organization's responsiveness in clearly stating the benefits to be derived by the residents of Moab, if funds are awarded;
- B. The number of Moab residents by age group served by the organization; and total number of clients served by the organization;
- C. The organization's history of providing community services to the residents of Moab; and
- D. The organization's financial need for public funds to service Moab residents.

IV. Award of Funds

Following the Community Contributions Committee's screening process, the Committee will report its findings and recommend a slate of awards to the Mayor and City Council for Council approval.

V. Execution of Agreement

Organizations selected to receive funds will be required to sign and execute an agreement with the City of Moab. **NOTE:** If award of funds is made, a recipient organization will be required to expend the awarded funds within one year of award.