

**LANSING CITY COUNCIL
COMMUNITY FUNDING CONTRACT
GUIDELINES
09-30-13**

Introduction

The Lansing City Council receives requests from local non-profit or neighborhood organizations for financial benefit (including, but not limited to, the use of the Lansing Center, Oldsmobile Park, City Market, and Parks Facilities) relative to the staging of City-wide events, the provisions of educational opportunities for Lansing residents, the promotion of the City of Lansing and its citizens through cultural festivities and events, and/or the furnishing of needed services or goods for the health, safety, and welfare of Lansing residents. Because of the large number of diverse requests, the Lansing City Council deems it necessary and desirable to establish guidelines to be used in the consideration of each request.

Application and Processing

Each request for a community use, promotion, education, or service contract under this policy shall be made to the General Services Committee of the Lansing City Council in the form approved by the Committee. No request shall be granted unless approved by the Lansing City Council pursuant to a favorable recommendation of the Committee on General Services.

An up-to-date listing of each grant contract that has been approved during the fiscal year will be provided at each meeting of the Committee on General Services that a funding request is reviewed.

Maximum Contract Amount

Subject to the availability of funds and unless otherwise specified in the City's annual budget resolution, a maximum contract amount of up to \$500 may be approved per request. The maximum amount of Community Funding granted to an applicant per fiscal year is, also, \$500.

Prohibition

No gift or donation may be made by the City to any person, profit, or non-profit enterprise except as may be authorized by law. Nor may City funds be used in aid of a private enterprise unless authorized by law. No application shall be approved under this policy unless the application demonstrates a public purpose with consideration to the City in the form of a benefit to the public health, safety, or welfare of the citizens of the City of Lansing. The consideration shall be evidenced by a written contract containing the promise of the applicant to provide such services or goods subject to an audit by the City.

Reporting

Within 60 days of the event contained in the contract, the applicant shall provide the Committee on General Services Committee with a report detailing the number of participants in the contracted event, other funds raised by the applicant, the sources of these funds, and the use of contract funds and residual funds, if any.

Applicant

An applicant is any non-profit group or neighborhood organization who requests Community Funding, whether it is to be reviewed by the Committee on General Services or considered by City Council through the budget process and funds allocated for the event. The funds are contingent on the applicant fulfilling **all** requirements of this policy.

Application

An *application* **must** be filled out and submitted to City Council, annually, *a minimum of 60 days prior* to the event by **all** who request or anticipate receiving Community Funding. An application will not be considered if a Community Funding Reporting Statement was not completed and returned with all required supporting documents within 60 days after their last event.

Eligibility

In order to be eligible for a contract pursuant to this policy, an applicant must:

- A. Be a non-profit (i.e. Capital City African American Cultural Asso., Native American Arts and Crafts Council, Old Town Business & Art Development) or a neighborhood Lansing-based organization
- B. Have as its primary purpose the provision of services, programs, or activities related to the health, safety, and welfare of Lansing residents, including the improvement of Lansing neighborhoods and/or the offering of services to Lansing residents
- C. Has filed any report due to the Committee on General Services from a previous contract
- D. Have satisfactorily completed all required application forms
- E. Not be in default to the City of Lansing
- F. Funds requested must benefit the quality of life of Lansing neighborhoods
- G. Not Previously Received more than \$500 of City Funds that Current Fiscal Year
- H. Must Submit Application at a minimum of 60 days prior to the Event
- I. Eligible for Receipt of Community Funding only one time per Fiscal Year

Residual Funds

Contract funds not utilized by an applicant for a contracted event shall be returned to the City no later than sixty (60) days following the contracted event.

Community Funding Policy & Procedures

09-30-13

Community Funding, formerly known as Community Use or Community Promotions, is established to aid local non-profit or neighborhood organizations in promoting educational, culturally diverse, and entertaining activities, festivals, and opportunities for the citizens of Lansing. Listed below are the guidelines that will be used to determine an applicant=s eligibility for funding consideration:

1. The applicant must be a **Lansing based non-profit or neighborhood organization** whose primary purpose is to provide services, programs, or activities related to the health, safety, and welfare of Lansing residents - this can include improvements to Lansing neighborhoods and/or the offering of services to Lansing residents.
2. Applicant must not be in default to the City - for example: overdue taxes or not providing required paperwork as set forth in the Community Funding Application.
3. Applicant must complete and turn in a completed Community Funding Application and all required supporting documents to the satisfaction of the City Council B Committee on General Services (reviewing body).
4. **An applicant can apply up to a maximum of \$500 per fiscal year.**
5. Once an application is submitted it is forwarded to the City Council Committee on General Services where it is reviewed. The Committee then makes a recommendation to the City Council. The City Council then approves or denies the application request. This process usually takes between **4-6 weeks**.
6. **If approved for funding - an applicant will have a maximum of 60 business days after an event to submit a Community Funding Reporting Statement (statement is attached to all applications) to the City Council. Along with this form, the applicant must also provide a written analysis of the event and a total listing of all funds and funding sources and how those funds were spent.**
 - AN APPLICATION **MUST** BE FILLED OUT AND SUBMITTED TO CITY COUNCIL, ANNUALLY, A MINIMUM OF 60 DAYS PRIOR TO THE EVENT BY **ALL** WHO REQUEST OR ANTICIPATE RECEIVING COMMUNITY FUNDING.
 - BUDGET LINE ITEM DESIGNATED GROUPS MUST SUBMIT A COMPLETED APPLICATION AND PROVIDE THE REQUIRED REPORTS AS MANDATED IN THIS DOCUMENT.
 - AN APPLICATION **WILL NOT BE CONSIDERED** IF A COMMUNITY FUNDING REPORTING STATEMENT WAS NOT COMPLETED AND RETURNED WITH ALL REQUIRED SUPPORTING DOCUMENTS WITHIN 60 DAYS AFTER THEIR LAST EVENT.

INTERNAL ROUTING PROCEDURES

(09-30-13) -

1. An application may be picked up at City Hall - 10th floor, Lansing Center, or Parks and Recreation Department.
2. An applicant can drop off a completed application or submit it to:

Lansing City Council
City Hall, 10th Floor
124 West Michigan Avenue
Lansing, MI 48933

Or emailed to: sherrie.boak@lansingmi.gov

3. Once a completed application is returned it will be forwarded to the 10th Floor - City Hall to the Committee on General Services for review.
4. The applicant will be notified about the approval or denial by the Committee Staff.
5. A copy of an approved or denied application with signature will be forwarded to the Parks and Recreation Department or to LEPFA, as appropriate. Committee Staff will keep a record on file.
6. Tracking of Community Funding will be done by Committee Staff and all approved funds will be billed to the Community Funding Account appropriately.

APPLICATION INSTRUCTION

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1. Fill out the attached Community Funding Application
2. Each question on the application must be filled out to the best of your ability and if the question being asked does not apply to you make note of that by stating "not applicable".
3. Remember to attach all requested supporting documents:
 1. A complete and itemized budget
 2. A list of all potential funding sources and how the funds from each source will be applied to the event.
 3. List of officers in the organization
 4. A copy of a reservation receipt or contract: if you plan to rent a park, pavilion, Showmobile, or any City of Lansing - Parks and Recreation property, a room at the Lansing Center, City Market, or Oldsmobile Park.

Attached you will find a **Community Funding Reporting Statement - do not submit this form with your application.** If approved for funding the **COMMUNITY FUNDING REPORT STATEMENT** is to be filled out and submitted to the City Council **no later than 60 days after your event has taken place.** This form is to be returned along with a written analysis of your event and an accounting of how funds for the event were spent. These items are to be returned to: Lansing City Council, 124 W. Michigan Avenue, 10th Floor, City Hall, Lansing, MI 48933 - Attention: Staff of the Committee on General Services. **If this information is not returned an applicant will forfeit their right to apply for funding during the next fiscal year.**

Application for Community Funding

09-30-13

Organization Name: _____

Tax Id#: _____

Mailing Address: _____

City, State, Zip: _____

Contact Person(s) and Title(s): _____

Daytime Phone: _____

Fax Number: _____

E-mail Address: _____

Amount Requested: _____

Event Title & Type: _____

Reason for Request: (check all that apply)

Defray costs for Rental of Facility _____ Defray costs for Set Up _____

Defray costs for Rental of the Showmobile _____ Defray costs for Misc. Rental _____

Defray costs for Other _____ Please Explain: _____

Facility Requested For Event and or Equipment (please check)

City Park _____ City Building _____ Oldsmobile Park _____

Lansing Center _____ Showmobile (mobile stage unit) _____ Other Equipment _____

What is the expected rental rate for the facility requested and or equipment? _____

Date(s) and Time(s) of Event: _____

Total Estimated Attendance: _____

Estimated Lansing Residents in Attendance: _____

If your organization has applied for other City funding for this event, please list each Department and amount requested: _____

Please list all other organizations that are sponsoring or participating in your event: _____

If your organization received funding from the Lansing City Council previously please list the amount, year, and purpose: _____

Total amount of funds and sources granted by the City this year: _____

Total amount of funds and sources granted by the City in the previous year: _____

Please list any admission fee or registration fee for this event: _____

ALONG WITH THIS COMPLETED FORM YOU MUST ATTACH THE FOLLOWING:

(Please check after each is completed and attach)

- A BUDGET FOR YOUR EVENT _____
- A LIST OF POTENTIAL FUNDING SOURCES AND HOW EACH FUNDING SOURCE WILL BE USED TOWARDS THE EVENT _____
- LIST OF YOUR ORGANIZATION=S OFFICERS _____
- A COPY OF COMPLETED RESERVATION FORM OR CONTRACT FOR FACILITY FOR THE EVENT _____

If your request is granted, you must provide an accounting of how the funds received were spent and a written analysis of the event to the City Council within 60 days after the event. Attached please find a *Community Funding Reporting Statement* - it must be completed and returned along with the written analysis after the event has taken place to be eligible for Community Funding for the next fiscal or future fiscal years.

SIGNED: _____

DATE: _____

DO NOT WRITE BELOW THIS LINE

Approved by the Committee on General Services and City Council

Date Approved _____ Resolution # _____ Signature _____

COMMUNITY FUNDING REPORTING STATEMENT

09-30-13

Organization/Group Name: _____

Event Name & Type: _____

Organization Address: _____

Phone Number: _____

Contact Person: _____

Date of Event: _____

FINANCIAL REPORTING INFORMATION:

Revenue Raised:

- Total Donations and Contributions _____
(List each donation & contribution source along
with the amount on a separate sheet of paper)

- Admission/Registration Fee _____

- Advertisements _____

- Other Sales and Revenue _____
(List all other sales & revenue and the amounts raised on a separate sheet of paper)

- Total Revenue (please add all of the line items under "Revenue Raised") _____

EXPENSES

- Wages/Salaries _____

- Printing _____

- Facility Rentals _____

- Meals/Refreshments _____

- Other _____

- Total Expenses (please add all line items of Expenses) _____

- Attendance Totals _____

Please return this form filled out within 60 days after the event to: Lansing City Council, 124 West Michigan Avenue, 10th Floor, Lansing, MI, 48933 - Attention: Committee on General Services Staff or email it to sherrie.boak@lansingmi.gov