

## LANSING CITY COUNCIL COMMUNITY FUNDING CONTRACT



### GUIDELINES

The Lansing City Council receives requests from local non-profit or neighborhood organizations for financial benefit (including, but not limited to the use of City of Lansing Parks and Facilities, the Lansing Center, Cooley Law School Stadium and the City Market) 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 Process

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 \$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:

- Be a non-profit or a neighborhood Lansing based organization
- 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
- Has filed any report due to the Committee on General Services from a previous contract
- Have satisfactorily completed all required application forms
- Not be in default to the City of Lansing
- Funds requested must benefit the quality of life of Lansing neighborhoods
- Not Previously Received more than \$500 of City Funds that Current Fiscal Year
- Must Submit Application at a minimum of 60 days prior to the Event
- 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.

## Policy and Procedures

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 (overdue taxes/fines) 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 Committee on General Services.
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

1. An application may be picked up at City Hall, 124 W. Michigan Avenue, 10<sup>th</sup> floor or on the website:  
<https://www.lansingmi.gov/DocumentCenter/View/560/Community-Funding-Application-PDF>
2. The completed application can be submitted to:
  - a. Lansing City Council
  - b. City Hall, 10<sup>th</sup> Floor
  - c. 124 West Michigan Avenue Lansing, MI 48933
  - d. Or emailed to:
  - e. [Sherrie.boak@lansingmi.gov](mailto:Sherrie.boak@lansingmi.gov)
3. Once a completed application is returned it will be forwarded to the City of Lansing City Council Committee on General Services for review. The applicant will be invited to attend that meeting.
4. Once action is taken at the Committee on General Services a resolution with that recommendation will be sent to the City Council for action.
5. A copy of an approved or denied resolution will be available at the City Clerk's office the day after the City Council meeting.
6. If the funds will be used for a City facility where an Inter-Office Departmental Voucher (IDV) can be used for the transfer of funds, the Council Staff will process that after City Council approval.
7. Tracking of Community Funding will be done by Committee Staff and all approved funds will be billed to the Community Funding Account appropriately.

## **Application Instructions**

1. Complete 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. Attach all requested supporting documents:
  - A complete and itemized budget
  - A list of all potential funding sources and how the funds from each source will be applied to the event.
  - List of officers in the organization
  - A copy of a reservation receipt or contract if you plan to rent a park, pavilion, equipment or any City of Lansing Parks and Recreation property.

(INTENTIONALLY LEFT BLANK)

## Application for Community Funding

Organization Name: \_\_\_\_\_

Tax Id#: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact Person(s) and Title(s): \_\_\_\_\_

Phone Number : \_\_\_\_\_ Cell Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

Event Title & Type: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

- 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" (Pease Explain: \_\_\_\_\_ )

- Facility Requested For Event and or Equipment (Attached a copy of the rental form)

City Park     City Building     Cooley Law School Stadium

Lansing Center     Mobile Stage Unit     Other Equipment

What is the expected rental rate for the facility requested and or equipment: \$ \_\_\_\_\_

Admission fee or registration fee for the event: \$ \_\_\_\_\_

Total Estimated Attendance: \_\_\_\_\_ Estimated Lansing Residents Attendance: \_\_\_\_\_

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

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

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

<u>YEAR</u>	<u>AMOUNT</u>	<u>PURPOSE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL amount of funds granted by the City in the previous year: \$\_\_\_\_\_

Please list any admission fee or registration fee for this event: \$\_\_\_\_\_

Along with the completion of this application, the following MUST be attached:  
(Please check after each is completed and attached)

- 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 complete return the attached Community Funding Reporting Statement to the City Council within 60 days after the event. To be eligible for Community Funding in future fiscal years this must be completed.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_



**Community Funding Reporting Statement**  
*Do not submit this form with your application*  
*Complete and return no later than 60 days after event*

If approved for funding the COMMUNITY FUNDING REPORT STATEMENT is required 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, 10<sup>th</sup> Floor  
Lansing, MI 48933  
Attention: Council Office Manager

**If this information is not returned an applicant will forfeit their right to apply for funding during the next fiscal year.**

**COMMUNITY FUNDING REPORTING STATEMENT**

Organization/Group Name:

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Organization Address:

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Event Name and Type of Event:

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Date of Event: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_

## 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:** \$ \_\_\_\_\_  
(Add all of the line items under "Revenue Raised")

### Expenses:

Wages/Salaries: \$ \_\_\_\_\_

Printing: \$ \_\_\_\_\_

Facility Rentals: \$ \_\_\_\_\_

Meals/Refreshments: \$ \_\_\_\_\_

Other: \$ \_\_\_\_\_

**Total Expenses:** \$ \_\_\_\_\_  
(Add all line items of "Expenses")

Attendance Totals: \_\_\_\_\_

Please return this completed form within 60 days after the event to:  
Lansing City Council  
124 West Michigan Avenue, 10<sup>th</sup> Floor  
Lansing, MI 48933  
Attention: Council Office Manager