

RESOLUTION NUMBER 850

A Resolution of the City of Ketchum, Idaho Establishing a Policy and Procedure for Funding Outside Agencies.

WHEREAS, the Mayor and City Council have identified the need to develop a written policy and procedure for funding requests from outside agencies, and

WHEREAS, a clearly defined policy will serve as a guideline for all community groups and agencies who request funding from the city in the future.

NOW, THEREFORE BE IT RESOLVED by the Mayor and City Council of the City of Ketchum, Idaho, that the following policy and procedure be adopted and set into effect.

1.0 Definitions.

1.1 Outside Agency – Any organization requesting funding from the City of Ketchum.

1.2 Review Committee – Appointed by the Mayor and responsible for the review of applications for funding and recommends funding levels.

2.0 Timetable.

March 1 – The city will publicize application process and notify those agencies currently receiving funds.

April 1 – Deadline for agencies to submit applications for funding.

May 15 – Applications reviewed by committee. Committee issues list of recommendations to Mayor for inclusion in proposed budget.

September 1 – Council adopts annual budget with funding levels for outside agencies.

October 1 – Contracts for service with Outside Agencies presented to the City Council to authorize Mayor's signature.

3.0 Review Committee. The Mayor shall appoint a review committee consisting of 3 people to include: the City Administrator, City Clerk/Treasurer, and the City Attorney.

4.0 Application Packet. The application packet submitted by an outside agency requesting funds will include:

4.1 Cover letter containing a brief summary of the request.

4.2 Current year organizational budget summarizing revenues and line item expenditures.

4.3 Financial statement for the most recently completed fiscal year. (The City reserves the right to request audited financial statements).

4.4 List of current board members for your agency (if applicable), and the name and brief bio of the executive responsible for the program.

4.5 Questionnaire responses:

4.5.1 What is the mission of your organization?

4.5.2 What are the specific activities that will be supported with the assistance of funding from the City of Ketchum?

4.5.3 What consequences do you anticipate in your program or agency if you do not receive this funding?

4.5.4 Describe the total population and geographic area targeted for service through your program or agency?

4.5.5 How many people are presently on your waiting list for the services for which you are seeking funds (if applicable)?

4.5.6 How many people from Ketchum will be served by your program or agency, and what percent does this represent of the overall clients or participants served by your program or agency?

4.5.7 How many Ketchum residents were served by your program or agency in your last fiscal year?

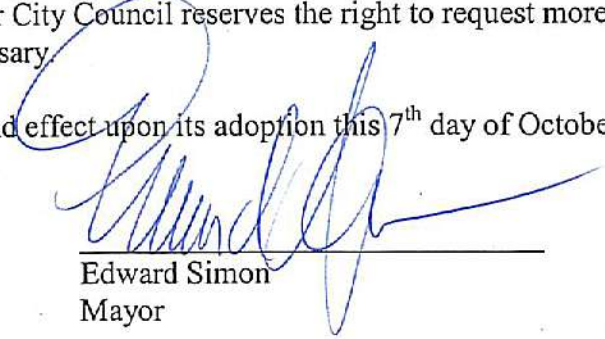
4.5.8 What is the source of information used to verify the need for the services your program or agency is providing?

5.0 Board Membership. The City of Ketchum reserves the right to appoint a member to the board of directors of an agency receiving funding or to designate an existing board member as the City representative and to serve as the liaison to the City.

6.0 Budget Guidelines. The City of Ketchum sets a maximum annual amount of \$5,000 per agency or program.



7.0 Annual Reporting. Any agency or program receiving funds from the City of Ketchum must submit an annual report to the City within 30 days of the end of that agency's fiscal year. The Mayor or City Council reserves the right to request more frequent reporting if deemed necessary.

This Resolution will be in full force and effect upon its adoption this 7th day of October 2002.



Edward Simon
Mayor

ATTEST:

Sandra E. Cady, CMC
City Clerk

