

RESOLUTION 03-068
(Revised 1-05-04)

RESOLUTION OF THE CITY OF KETCHUM CITY COUNCIL ADOPTING A
REVISED POLICY AND PROCEDURE FOR FUNDING SERVICE CONTRACT
REQUESTS WITH OUTSIDE AGENCIES, AND REPEALING RESOLUTION
#850.

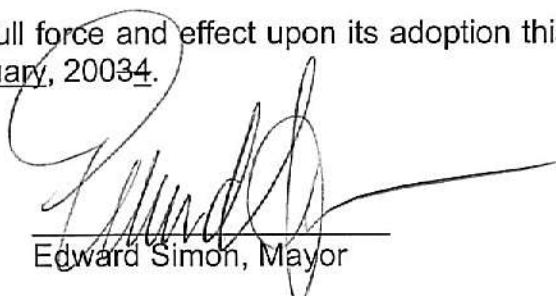
WHEREAS, the Mayor and City Council identified the need to develop a written policy and procedure for funding requests from outside agencies when they adopted RESOLUTION #850, A Resolution of the City of Ketchum, Idaho Establishing a Policy and Procedure for Funding Outside Agencies, and

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, and

WHEREAS, the Council has worked with the policy and procedure for one funding cycle and as a result wants to improve the process by adding specific criteria for decision making,



NOW, THEREFORE BE IT RESOLVED by the Mayor and City Council of the City of Ketchum, Idaho, (1) that the attached revised policy and procedure be adopted and set into effect, and (2) that Resolution #850 be repealed.

This Resolution with will be in full force and effect upon its adoption this Fifteenth (15th 5th) day of December January, 20034.



Edward Simon, Mayor

Attest:

Sandra Cady, CMC
City Treasurer/Clerk

THE STATE OF IDAHO, COUNTY OF BLAINE, ss. I, _____, County Clerk, do hereby certify that the within and foregoing is a true and correct copy of the _____ as the same appears from the records of said County.

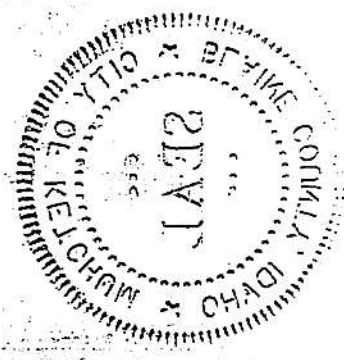
Witness my hand and the seal of said County at _____, Idaho, this _____ day of _____, 19____.

County Clerk

Notary Public

Notary Public

Notary Public



City of Ketchum

Policy and Procedure Regarding Outside Agency Funding Requests

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 not less than 3 people to include: the City Administrator, City Treasurer/Clerk, and City Attorney.

4.0 Evaluation Criteria. The Review Committee will evaluate the submittals from outside agencies using criteria including, but not limited to the following:

4.1 Request must demonstrate a positive affect on Ketchum citizens.

4.2 Request must establish that it cannot otherwise be significantly funded.

4.3 The ~~perceived~~ need for this service or program cannot be satisfied by the current city organization.

4.4 Request ~~must~~ should not duplicate another service provided by the city, another governmental agency, or another not for profit agency.

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

5.1 Cover letter containing a brief summary of the request.

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

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

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

5.5 Questionnaire responses:

5.5.1 What is the mission of your organization?

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

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

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

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

5.5.6 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?

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

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

6.0 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.

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

8.0 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.