

**CITY OF WASECA
COMMUNITY ENHANCEMENT
Outside Funding Policy**

Section 1. Purpose

It shall be the policy of the City of Waseca that certain steps shall be followed in the request for funding by outside agencies.

Section 2. Procedures

The process for funding outside agency requests is as follows:

- 2.1 The City Council will appropriate a certain amount of dollars for outside agency funding for the fiscal year (There will be staff recommendation each year depending upon budget constraints. The Council may recommend a different amount after review of the budget).
- 2.2 Requests for funding in the budget year are received by the Finance Director by a date to be set annually depending on budget development timelines.
- 2.3 City Staff will put together request and outside agency funding request forms and tabulate the total amount for review by the review committee.
- 2.4 The review committee will recommend outside agency appropriations in the amount approved in the budget by the City Council.
- 2.5 Requests that are received during the year that are not part of the normal budget consideration shall be referred to the City Manager and Finance Director for review and recommendation to the review committee. In addition to the criteria below, successful application for funding agencies submitting during the year must be able to prove their request could not meet the past budget time frame and must receive funding prior to the next budget cycle.
- 2.6 Any funding not utilized will go into the City's fund balance to be used at the discretion of the review committee. City operations, capital expenditures, and programs will receive priority over all outside agency funding requests.
- 2.7 Funding of an organization will not constitute a precedent for contributions in subsequent years.

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Section 3 Funding Evaluation Criteria

What agencies must demonstrate and provide to be considered for funding:

- 3.1 Agencies must demonstrate that City funding does not duplicate a service already being provided by another agency. If so they must possess a statement from the existing agency explaining why this is not duplication or that this duplication provides a necessary service.
- 3.2 If the agency or this service is receiving a County general fund contribution or funding this represents a duplication of funding on the part of the City of Waseca Citizens. The agency would then need to demonstrate why City residents should contribute twice or at a greater percentage to this organization.
- 3.3 All applicants must be agencies based in Waseca or agencies which provide services throughout Waseca County who can demonstrate a significant City of Waseca client base.
- 3.4 Agencies must provide a list of officers, Board of Directors, bylaws, financial statements (or financial information) and a budget (if available).
- 3.5 Agencies must be non-profit.
- 3.6 Agencies must complete an outside funding request form.
- 3.7 Funds will not be allocated to a) political action committees, political candidates, or political campaigns; b) any organization conducting a religious activity.

Section 4 Priority for funding

Priority for funding will be based on the following criteria:

- 4.1 The ability to meet a specific or relevant need in the community.
- 4.2 The organization's history of success.
- 4.3 The likeliness of the requested project, service, funding, etc., to produce successful results.
- 4.4 Relationship to City mission, goals, and/or objectives.
- 4.5 Number of individuals impacted.
- 4.6 Service to City residents.
- 4.7 Financial stability of agency.
- 4.8 Ability to deliver the requested service.

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- 4.9** The ability of the Board of Directors, officers, and staff to deliver the project or service in question.
- 4.10** The ability to measure the effectiveness and relevancy of the project or service.
- 4.11** The ability of the agency to continue the project or service after the funding cycle without an ongoing operational contribution from the City to this service.

Section 5 Agency Requirements Following Funding

Agencies must after successfully receiving a funding appropriation:

- 5.1** Provide annual report of expenditure of city funding.
- 5.2** Provide annual report of effectiveness of services for which agency received city funding.
- 5.3** City funding shall be used only for the purpose and service(s) duly authorized and in accordance with the approved budget. Any deviation from the approved service proposal may be made only with the City's prior written approval. If not, funds must be returned immediately to the City.

