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**CITY OF WASECA  
COMMUNITY ENHANCEMENT FUNDING  
Schedule of Key Dates**

<b>Task</b>	<b>Responsible Party</b>	<b>Date</b>
Council Work Session	City Council	August 16, 2011
Preliminary Budget Adoption	City Council	September 6, 2011
Application Released	City Staff	August 17, 2011
Applications Due	Agencies	November 4, 2011 (4:30 PM)
Applications Reviewed	Review Committee	November 7-11, 2011
Final Budget Adoption	City Council	December 6, 2011
Applicant Contracts Initiated and Funding Awarded	City Staff	December 16, 2011

## GENERAL INFORMATION

### I. Background

Each year, as part of the annual budget process, the City of Waseca allocates funding to be used to fund not-for-profit agencies whose services benefit the citizens of the City. The City has been funding these agencies from the General Fund for this purpose for many years.

The City's General Fund monies are available to any not-for-profit agency that provides public services activities to the citizens of Waseca. The amount of funding available, and how it is distributed is determined through the annual budget process.

### II. General Information

- A. Applications are being accepted from Not-For-Profit organizations until November 4, 2011.
- B. A complete package is required for each organization's funding request over \$1,000. The completed applications will be distributed to each committee member.
- C. A separate application is enclosed for any organization requesting \$1,000 or less.
- D. All applications must include a copy of the organization's most recent financial statements (audited if available, but not required).
- E. Failure to submit a completed application package by the due date will disqualify an organization for consideration for funding for the 2012 calendar year.**

### **III. Application Package**

- A. A completed application package shall consist of a Completed application form (see enclosed).
- B. In addition to the application package, organizations should include a copy of their most recent financial statements.
- C. Applications and supplemental information should be typed or written legibly.
- D. Applications are due no later 4:30 PM on November 4, 2011 at the following address:

City of Waseca  
Attn: Nathan Reinhardt  
508 S. State Street  
Waseca, MN 56093

- E. Incomplete, late, or applications that are not legible will be returned to the submitting agency. This may be cause for rejection and/or disqualification from funding for the 2012 budget year.

### **IV. Application Guidelines**

- A. General Guidelines
  - 1. Organizations seeking funds must be not-for-profit agencies providing human or cultural services that are essential to the health and well being of the citizens of Waseca.
  - 2. Services provided should have performance measures that are tied to the City Council's goals.
  - 3. Each funding request is reviewed on its own merits then against other requests before receiving staff recommendations for City Council approval. The final commitment of all City funds is subject to the approval of the Waseca City Council.
- B. City of Waseca funds: There are no special guidelines specific to General Fund monies other than the benefit to the residents of Waseca. The amount of funding available will be determined in the City's budgeting process.

**V. Application Review Factors**

The following factors will be among those used to formulate recommendations (to the Waseca City Council) on applications received:

- A. Does the application meet the criteria listed above?
- B. Capacity and Organization - Does the organization demonstrate the ability and financial stability to manage the funding properly and deliver services in a cost-effective and professional manner?
- C. Merit and Proposal - Does the proposal contain a reasonable and viable method of providing an important service that is tied to the City Council's goals? How many residents are impacted by this proposal?
- D. Does the applicant provide evidence of intent and ability to secure additional or matching funds to support the proposed service including sources from other political jurisdictions and private sector?
- E. Proposal content - Is the proposal technically correct and presented in the format requested by the stated deadline?

**VI. Other Information**

- A. A calendar of key dates has been provided. Adherence to all deadlines is the responsibility of the applicants.
- B. A funding agreement must be signed and returned to the City before any City funds will be released.