

Request for City Council Action

Date: December 22, 2015

Agenda Section: No. General Business	Originating Department: City Manager's Office
Item: Council discussion of FY2017 process to review and approve community agency funding No. 6.3	Approved:

Background:

Every year the City of Carbondale selects certain community agencies to provide funding for their programs. The process begins with interested agencies submitting a pre-application to the City Manager's office each November and is followed by a public review of the applications by City Council in December. Staff has received the pre-applications which include the following requests:

Attucks Community Service Board – After School Meal Program	\$5,000.00
Attucks Community Service Board – Computer Lab and Resource Center	\$9,900.00
Attucks Community Service Board – Summer Lunch Program	\$4,000.00
Boys and Girls Club of Carbondale	\$29,000.00
Carbondale Community Arts	\$45,400.00
Carbondale Main Street	\$40,000.00
Carbondale Tourism	\$311,900.00
Centerstone of Illinois	\$10,000.00
Good Samaritan Ministries	\$18,500.00
Jackson County Mass Transit	\$5,000.00
Keep Carbondale Beautiful	\$7,000.00
Senior Adult Services	\$30,000.00
The Science Center	\$9,999.00
The Women's Center	\$11,000.00

At the November 3 City Council meeting, Council discussed options to revise the current community agency funding program to help provide additional measures to help make funding decisions. The City Manager's office, in collaboration with the SIU Master of Public Administration (MPA) program faculty, presented a plan at the November 3rd meeting that could satisfy Council's request. That plan would require each agency to submit a request via a new request form, to submit the most recent 990 form, and for funded agencies to attend 7 non-profit management and grant-writing training sessions to be administered by SIU MPA faculty.

At this time, staff needs confirmation from Council that the process that has been outlined is acceptable so staff can notify the agencies that submitted pre-applications.

Recommended Action:

Staff recommends that the City Council discuss the process to review and approve agency funding for the FY2017 budget and provide direction to the City Manager on how to proceed with this year's requests.

Engineering Approval Obtained	Finance Approval Obtained	Legal Approval Obtained	Approval Obtained	Manager's Approval Obtained
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Council Action: Motion by _____ 2nd by _____ to _____

CITY OF CARBONDALE
FUNDING REQUEST AND MANAGEMENT PROCEDURE

1. The funding request will be made by submitting a letter from the agency or organization making a formal request for a grant from the city. This will be accompanied by the Request for Funding form and the latest 990 form for the organization. If the request is being made by a government agency, then a full disclosure of its budget and sources of funds will be submitted in lieu of the 990 form. All of this material will be submitted electronically. In subsequent years, we will require that the funded agency submit a copy of their 990 to the City when they file it with the State.
2. The financial data supplied by the requesting agency or organization will be put in charts to accompany the request when it is submitted to the Council. The Council will receive a packet for each request and it will have the following: an evaluation and recommendation from the City Manager followed by the letter of request, the request for funding form, the financial evaluation chart, and the operational evaluation chart.
3. The agency will outline what they seek to achieve with the funds and will outline some deliverable goals. The evaluation and recommendation from the City Manager will not only recommend an amount to be funded, but also the requirements that will be met by the organization being funded. These requirements will be based on the goals submitted by the agency.
4. Every organization will be required to submit a quarterly report that will show how the funds are being used and how the organization is progressing toward meeting the requirements of the grant. How well the organization meets the requirement in one year will have a bearing on whether the organization will be able to get more funding in years to follow.
5. Since the purpose of this change in funding processes and management is to help build stronger nonprofits and agencies, an education program will be required of all agencies being funded. In the case of nonprofit organization there will be seven sessions as follows: three in basic nonprofit management; three in fundraising and marketing; and one in grant writing. If there are government agencies involved, they will take three sessions in basic management; one in grant writing and three in issues that relate to government agencies. The latter three are suggested to be ethics, cultural training and budgeting. Each agency or organization will pay \$30 per seminar for the first attendee and \$10 for each additional attendee.
6. Spearhead the development of Giving Tuesday Southern Illinois. The first one in our area will be celebrated on Tuesday, November 29, 2016. This would be to raise awareness and, hopefully, some much needed funds for nonprofits in our area. The City of Carbondale would be a sponsor and it would be managed by The Rotary Club of Carbondale. In the first year we would seek to enlist nonprofit and business and government partners in Jackson County. In the 2nd year, we would add Williamson County. Then continue to spread the opportunity to nonprofits, businesses and

government entities in the seven of the southernmost counties of Illinois—Jackson, Williamson, Union, Johnson, Alexander, Pulaski and Massac. In each of these areas we would invite civic clubs to help the process. It would be expected that any nonprofits that receive funds from the city would participate fully in Giving Tuesday Southern Illinois. You can find out more about this event at <http://www.givingtuesday.org/about/>.