



# City of Florence, Colorado

## Outside Agency Funding

### Program Overview

#### **Program Purpose**

Community agencies can often provide services that municipal government cannot and may serve to fill in these service gaps, especially in areas such as health and well-being, the meeting of basic needs, youth programs, prevention programs, community activities, and the promotion of history, arts, and culture. This program is intended to provide financial support to such agencies so that they may continue to provide direct benefits to the City of Florence, Florence residents, and/or businesses within the City of Florence.

#### **Eligibility Requirements**

The requirements of this program are intended to ensure, to the greatest extent possible, that the funding being requested will be utilized to create a positive and measureable effect within the City of Florence. In order to ensure accountability and promote good fiscal stewardship, the City of Florence requires the following information for award consideration:

An Outside Agency Funding Request Form which has been completed and signed by the applicant. Information on this form includes the following:

- Information about the organization;
- Information about the activity, program, and/or service funding is being requested for;
- Information regarding the projected benefit to the community, including the number of Florence residents projected to be served;
- Other requests for funding;
- Information regarding measures of success and accountability
- Requests reflect the City's Master Plan initiatives and vision

#### **Ineligible Requests**

The requested funding has restrictions and cannot be utilized for certain purposes including, but not limited to, the following.

- Building Maintenance
- Rent and/or mortgage payments
- The payment or any taxes and/or fees
- Salaries (including employee benefits)
- Utility payments



## **Selection Process**

As specific dates will change on an annual basis such information will be posted to the City's website each year in advance of all deadlines. All dates will be based upon the City's budget calendar and budget process.

A time frame for accepting applications will be provided to applicants. Any applications received after this time frame will not be eligible for consideration. All applications received by the published deadline each year shall be reviewed and evaluated by the Florence City Council. Specific information regarding the Review Process can be found later in this section.

All applicants shall make a presentation to the City Council, and must do so in order to be eligible to receive funding. Presentations shall:

- Presentations shall take place prior a regular City Council meeting via a Workshop
- Take place after the annual budget for the funding year has been finalized

The Outside Agency Funding Request Forms, and organization scoring matrixes, shall be included as part of the agenda packet as a public record. Sensitive information will be redacted as legally allowed and necessary.

Following the presentation to the City Council, the Council will provide consensus for awards. This may take place at a subsequent regular City Council Meeting.

## ***Review Process***

All applications received by the published deadline each year shall be reviewed by the City Council prior to any collaborative discussion or disbursement.

### **City Council Review**

City of Florence City Councilmembers will each individually review and evaluate the qualifying applications and rank them in accordance with the scoring matrix.

In order to facilitate equitable review and award transparency, the City Council will review all applications received utilizing a scoring matrix. The scoring matrix shall include the following items:

- Scores relating to the impact of the City's operating budget, impact on City staffing resources, and/or facilities
- Scores relating to whether the funding is intended for a specific project or use, with preference for the same, and productive representation of previous funding management
- Scores that reflect the number of citizens positively impacted by the request, and improvement to their quality of life
- Scores pertaining the applicability and support of the City's Master Plan goals



### **City Staff Review**

City Staff's role in the review process is to compile all submitted applications, the associated scoring matrices, and any required supporting documentation. Staff will aggregate and average the seven (7) individual scores provided by City Council members to ensure a comprehensive, balanced, and transparent evaluation of each organization. Following this compilation, City Staff will present the finalized application materials and calculated scores to City Council to inform their review and deliberation in advance of the scheduled workshop and formal awarding.

### **Allocation of Funds**

The City of Florence's maximum budget for outside agency funding may vary on an annual basis, will be reviewed each year as part of the budgeting process, and will be included as a "placeholder" in the City's annual budget so that the selection process may occur after the passage of the annual budget. Adjustments to the placeholder amount may occur on an annual basis and may be based on relevant factors including but not limited to economic conditions.

Failure of any applicant to submit a year-end report to the Florence City Council describing how any money that has been awarded was utilized may result in the applicant not being considered for future funding opportunities. Any requests for additional funding following the yearly initial funding allocation will not be considered.

Funds will not be eligible for distribution until after the associated budget has been finalized.