



Community-Based Programs ADMINISTRATIVE PROCEDURES

Purpose:

The purpose of these administrative procedures is to provide a fair, equitable, and transparent process for administering contracts for services that align with the City Council’s Strategic Plan and are targeted towards achieving defined priorities that support the mission of the City. Modification to these procedures requires approval by the City Manager.

Background:

The Strategic Plan, as adopted by City Council, provides that “The purpose of the City of Gunnison is to provide outstanding public service to our residents, Western students, and guests so they can experience a safe, prosperous, and welcoming mountain community that embraces its natural surroundings.” It also states that the strategic plan will be used to develop future budgets to ensure that dollars and human resources will be aligned and targeted towards achieving the strategic results in the plan.

The City of Gunnison Municipal Home Rule Charter states in Section 7.13 that, “No expenditures shall be made for any charitable or benevolent purposes to any person, corporation, or organization not under the control of the City, nor to any denominational or sectarian institution or association.” This provision prevents the City from providing typical “grants” in the form of gifts; however, legal counsel has confirmed that the City may award Community-Based Programs that align with the mission of the City and strategic plan, including:

1. Providing funding for local organizations to provide direct services to the public on a contractual basis; and/or,
2. Provide funding to organizations if there is a clear return on the City’s investment to the City in terms of sales tax receipts.

Funding:

The Community-Based Programs are subject to appropriated funding on an annual basis and are not guaranteed. No later than August 31, annually, staff shall request City Council authorize

solicitation of applications for each program and provide an estimated, total award amount per program to be included in the proposed budget for the following year. Actual program contract amounts are subject to available funding.

Program Categories:

The following Community-Based Program categories exist:

	Public Service Grants	Youth Challenge Grants	Economic Development Grants
Purpose	To fund local organizations, entities, or persons delivering services to the public that align with the City’s Strategic Plan	To fund youth activities, educational programs, or leadership opportunities that align with the City’s Strategic Plan	To fund services in the City that increase economic prosperity through additional sales tax revenue

Program Eligibility and Evaluation Criteria:

The following is a list of the selection criteria to use while making funding recommendations. No match is required. All awards are subject to execution of a contract and all program results shall be reported on the City’s provided forms no later than the established deadline. Failure to provide evidence that the terms of the contract have been satisfied may result in full or partial repayment of the grant award. Application forms shall align with the following and may require additional content to provide sufficient review of the evaluation criteria. No paid personnel costs are eligible for grant fund utilization. Recipients that have been awarded funding for three consecutive years may be deferred to provide funding for new recipients. In addition to program-specific criteria, all applications will be evaluated on the proposal’s ability to address the following initiatives:

- Public safety and community resiliency;
- Public engagement which fosters equity, inclusivity, and diversity; and,
- Achieving the City’s environmental sustainability goals.

Public Service Grant Program

The City of Gunnison’s Public Service Grant Program is intended to support efforts in the City that align with the City’s purpose and strategic plan but are not directly performed by the City. Non-profit organizations as well as local, state, and federal agencies are eligible for this funding. The minimum contract award amount is \$2,000 due to the administrative costs associated with administering the programs. Selection criteria to be utilized by the City Council as they make their funding decisions will include:

- Meeting strategic priorities of the City Council
- Methodology for tracking numbers served
- Funding leverage
- Cost of program v. amount of grant requested
- Capacity and experience to execute goals
- Community awareness and collaboration
- Participants impacted
- Timing of the proposed services
- Marijuana Mitigation Funds Eligibility, per the 2014 ballot language, the following criteria applies to the use of this revenue: *To defray costs incurred in regulating the marijuana industry, funding social, recreational, and educational programs within the community as may be determined by the city including substance abuse prevention, education, and counseling programs, and to promote the general purposes of the City of Gunnison.*

Youth Challenge Grant Program

The Youth Challenge Grant Program is an innovative way for the City of Gunnison to fund new and creative endeavors for our younger citizens in Gunnison. The Program is intended to promote positive youth activities, educational programs, or leadership opportunities for Gunnison youth. All funded proposals are required to be tobacco, alcohol, and drug free. Gunnison Valley Youth under the age of 18 with a sponsor and youth focused organizations are eligible for this funding. Applicants must have adult (over 18 years of age) sponsorship involved with the proposal to receive funding. No minimum award amount is applicable. Selection criteria to be utilized by the Review Committee as they make their funding decisions will include:

- Creativity; new and innovative program
- Attraction to the young citizens of Gunnison
- Intended benefit

Economic Development Grants

The City of Gunnison Economic Development Grant Program is intended to support efforts in the City that increase economic prosperity through additional sales tax revenue. Any person, business, or non-profit organization is eligible for this funding. Eligible projects include events, local marketing, and business development, provided there is a solid rationale equating to increased sales tax revenues for the City of Gunnison. The minimum contract award amount is

\$2,000 due to the administrative costs associated with administering the programs. Selection criteria to be utilized by the City Council as they make their funding decisions will include:

- Meeting strategic priorities of the City Council
- Methodology for tracking numbers served
- Funding leverage and need
- Capacity and experience to execute the project
- Community awareness and collaboration
- Participants impacted
- Financial sustainability
- Timing of the proposed economic impact
- Return on investment in the community

Program Timelines and Reporting:

The following timelines are intended as guidelines and subject to change.

	Public Service Grants	Youth Challenge Grants	Economic Development Grants
Program Solicitation for Applications	September 1	Any time	September 1
Application Deadline	October 15	Any time	October 15
Review Committee	City Council	Police Chief Finance Director City Clerk Community Resource Officer Recreation Supervisor	City Council
Notice of Intent to Award	November 15	Within 45 days of application	November 15
Contract Execution/ Funds Awarded	No later than January 15	Within 30 days of application	No later than January 15
Reporting Due	October 15	Within 30 days of the event or project	October 15
Reporting Requirement	Financial City Credit Written Report	Brief Written Report	Financial City Credit Written Report