

**CITY OF MCMINNVILLE
COMMUNITY CONTRIBUTIONS PROGRAM
For July 1, 2017 through June 30, 2018**

Please submit this completed application to McMinnville City Hall at 230 NE Second Street, McMinnville, OR 97128. You may also email the application to melissa.grace@mcminnvilleoregon.gov. *Applications must be received no later than 5:00 PM, Wednesday, May 3rd, 2017.*

Organization: _____

Address: _____

Primary Contact: _____

Contact Email: _____

Contact Phone: _____

Non-Profit Organization: Yes _____ No _____ *(Funds will be awarded to non-profits only)*

Non-Profit Federal Tax Exempt ID Number: _____

Project Title: _____

Project Funds Requested: _____

Date funds are needed: _____

Estimated completion date of project: _____

Please provide a project description, including the following:

- 1) Description of how your project specifically accomplishes a City Council goal, meets a community need, and provides a public benefit.

City Council goals and objectives for the fiscal year 2017 – 2018 are as follows:

- Manage and plan to meet demand for City services
 - Commence process improvement, including a cross-functional process for code enforcement
- Communicate with citizens and key local partners;
 - Promote active engagement with and involvement of the community, including but not limited to:
 - Revisiting the Community Survey and sharing survey results with partners
 - Establishing a task force or committee on homelessness
- Plan and construct capital projects;
 - Support implementation of the Urban Renewal Plan
 - Continue to plan and implement Transportation Bond improvements

- Plan for and manage financial resources;
 - Prepare and adopt a fiscally prudent fiscal year 2017 – 2017 budget
 - Establish comprehensive strategic financial planning
 - Promote sustainable growth and development
 - Working with partners, e.g., Yamhill County, the Council of Governments, and others, to identify economic opportunities for addressing affordable housing, homelessness, and growth
- 2) Please include the following in your proposal:
 - State the goal to be accomplished
 - Describe how you will accomplish the goal identified
 - Describe how your program or service will complement existing City services
 - How many individuals and what age groups will be impacted by your program?
 - Can your organization complete the program or service if your request is not fully funded by the City?
 - Will City funds be used as match for other grants or to leverage in-kind or other contributions?
 - 3) Provide a detailed budget showing how the funds will be spent, including any other funding sources and in-kind donations
 - 4) Describe other projects which you have successfully completed and which demonstrate your financial competency and responsibility
 - 5) Provide documentation verifying your non-profit organization's tax-exempt status, such as an Internal Revenue Service determination letter. Please include your organization's bylaws.

Conditions Pertaining to Award of City Funds:

City funds will be awarded to non-profit organizations only.

The City does not guarantee that all available funds will be awarded, that the entire amount requested by any organization will be awarded, or that funds will be available year to year. Any funds awarded will not be disbursed to an organization until July 1st of the fiscal year following the award. Unspent funds at the end of that fiscal year will not be carried forward to the subsequent year.

An organization that is awarded City funds will enter into a contract with the City. The contract will define the terms agreed upon by the organization and the City. The organization will be required to submit a project close-out report, final budget, and evidence of compliance, as determined by the contract, upon completion of the project. At the City's discretion, the organization may also be required to submit a report prior to completion of the project.

The City may require the organization to return all or a portion of the funds awarded if agreed upon conditions, as defined in the contract, are not satisfactorily met by the organization. Unspent funds must be returned to the City.

Disbursement of funds is contingent upon Council approval and the appropriation of funds in the

Signature

Printed Name and Title

Date