



## **City Commission Policy**

### **City of Sarasota Funding for Not-For-Profit Organizations Policy**

#### **I. Purpose**

The purpose of this City Commission Policy is to set forth the procedures for the City of Sarasota to provide funding, to include in-kind services and waiver of fees, for Not-For-Profit Organizations.

#### **II. Definition**

A Not-For Profit Organization is defined as an organization that falls within Section 501 (c) (3) or Section 501 (a) of the Internal Revenue Code.

#### **III. Procedures**

##### **Administration**

- a) Any Not-For-Profit organization wishing to apply for funding from the City of Sarasota must complete and file an application for funding by the submission deadline set for the next Fiscal Year budget. The deadline will be the first Monday in March. Application forms are available in the City Finance Department office or online at the City's website.
- b) The information provided by the applicant will be reviewed by the City Finance Department for completeness, and if determined that the applicant has supplied all the necessary information, the application will be referred to the appropriate department(s) for review.
- c) After the application is reviewed by the department(s), the application will be returned to the Finance Department with a recommendation for either approval or denial with the appropriate justification.
- d) The Finance Department will submit all applications for funding received from Not-For-Profit Organizations as part of the City Budget to the City Commission for their review and direction as to accept or not to accept the proposed request for funding. If approved for funding by the City Commission, a miscellaneous appropriations agreement will be required between the two parties.
- e) Funding by the City to a Not-For-Profit Organization shall not impose or create any future obligation by the City for ongoing support.

#### **IV. Submission Requirements**

- a) All applicants are required to submit the application by the required deadline.
- b) Incomplete applications will not be considered.
- c) Applicants may submit additional information related to the funding request.

**V. Miscellaneous Appropriations Agreements**

- a) Not-For-Profits that are awarded funding by the City of Sarasota will be required to sign a miscellaneous appropriations agreement with the City.
- b) This agreement will require the Not-For-Profit to submit a report detailing how the funds were spent and detail the benefits to the citizens of Sarasota within 90 days of the conclusion of the event.
- c) Approval of a miscellaneous appropriations agreement during a Fiscal Year does not obligate the City to approve a miscellaneous appropriations agreement in a subsequent year.

**VI. Maintenance**

- a) Maintenance project cost will be considered on a case by case basis, at the discretion of the City Commission and may be a determining factor in whether the City Commission chooses to approve or deny a request.
- b) The City may require an ongoing maintenance liability agreement as part of any approval.

**VII. Exemptions**

- a) The following six events historically supported by the City are exempt per Resolution No. 11R-2248 from the City Commission Policy on City of Sarasota Funding for Not-For-Profit Organizations:
  - i. Dr. Martin Luther King, Jr. March,
  - ii. The Memorial Day Parade,
  - iii. The Veterans' Day Parade,
  - iv. The Holiday Night of Lights in St. Armand's Circle,
  - v. The Downtown Holiday Parade,
  - vi. National Night Out
- b) Miscellaneous requests (valued at \$ 1,000 or less) are exempt and may be approved or denied at the discretion of the City Manager or designee of the City Manager.