

COMMUNITY SUPPORT STRUCTURE and GRANTING PROCEDURES *(Revised July 2021)*

Steering Committee

Environmental
Allocation
Committee

Human Resource
Allocation
Committee

Arts & Culture
Allocation
Committee

Environmental
non-profits

Human
Resource
non-profits

Arts & Culture
non-profits

Steering Committee & Coalition Chairs:

- Executive Director of the Yampa Valley Community Foundation(YVCF) (Tim Wohlgenant)
- Director and Agriculture Agent for CSU Extension (Todd Hagenbuch)
- Executive Director of the Routt County United Way
- Executive Director of the Steamboat Creates(Kim Keith)

Coalition Structure:

Coalitions are informal groupings of like-kind non-profit organizations. The three coalitions are: Human Resource, Environmental, and Arts & Culture.

Allocation Committee Structure:

Coalition Chairs, in partnership with the Yampa Valley Community Foundation, will recruit and select members for each allocation committee. Allocation committee candidates will complete a conflict of interest statement in the form provided in this packet (Attached as Appendix A). Conflict of interest statements need to be submitted to the City's Finance Director prior to October 15th.

A City Council member may serve as member of an Allocation Committee.

GRANTING/CONTRACTING PROCESS

For organizations not in the three coalitions:

Any organization wishing to request funding from the City for *community support* must fit into a coalition. Other organizations that enhance a city service may apply for funding through the City department that would benefit from its activity. All organizations funded through a department must provide a request to the Department in June of each year. The program or activity provided must be of a kind that a contract can be structured with the City to document the services to be provided and the funding required. When any department director receives such a request, he/she will take that request to the Management Team for discussion regarding recommended funding.

For organizations that fit into a coalition:

Organizations requesting grants will submit their request to the appropriate Coalition via their designated application process (either directly or through the YVCF) by October 15.

In accordance with the City's Financial Policies, the City Manager will recommend an amount equal to 1.46% of the proposed General Fund Expenditures (less debt, capital outlay, and transfers) to be funded for each coalition at the annual budget retreat in October.

The Steering committee will meet to allocate the approved budget amount to each Coalition after the City's budget is approved.

Grant Application

Each Coalition will either utilize the Colorado Common Grant application or create a grant application that includes key elements and information needed to determine eligibility based on the granting requirements in this document along with the scoring sheet approved by City Council.

Application Evaluation

Allocation Committees will use the scoring sheet included in this packet to score each grant request and will provide these completed scoring sheets to the City's Finance Director by December 15th.

Recommendation to City Council

The Steering Committee will submit a recommendation from the Allocation Committees to the Executive Director of YVCF and it will be compiled and sent to the Finance Director of the City of Steamboat Springs by December 15th.

No recommendation for funding can exceed the original requested amount for each requesting organization.

The Steering Committee and Finance Director will present the individual grant awards to Council at the last Council meeting of the year or the first meeting in the new calendar year in the form of a Resolution.

Grant Payments

Award letters, along with a request for prior year Final Report will be sent out by the City's Finance Department within 2 weeks after the City Council approves the individual funding Resolution.

For grantees whom received funding the prior year, the Final Report for that funding will be due to the City's Finance Department prior to receiving any grant payments.

Grants in the amount of \$10,000 or less will be paid out in one payment when the Final Report is received or by January 30th whichever is later.

Grants greater than \$10,000 will be paid out in two equal installments. The first payment will be paid when the Final Report is received or by January 30th, whichever is later and the second payment will be paid by July 31st or when the prior year Final Report is received, whichever is later.

Organizations that return their Prior year Final Report after December 31st of the funding year will forfeit their grant award.