

GRANTS IN AID ELIGIBILITY REQUIREMENTS AND POLICY GUIDELINES

PURPOSE: The City of Indian Wells recognizes the importance of community-based organizations and/or groups, and the importance they play in providing various services or education in the communities they serve. The City further recognizes that, at times, circumstances may warrant that financial assistance be provided to some of these groups. The City endeavors to support community-based organizations that possess expertise in offering valuable community services and programs that the City does not offer for its own citizens.

Since economic constraints dictate that every request for financial assistance cannot be granted, the City, in order to ensure that each request is processed equitably and consistently to formulate eligibility requirements and policy guidelines **that must be met** by applicants requesting financial assistance. Each request will be evaluated based on these requirements and the availability of funds.

The purpose of the Grants-in-Aid Committee is for a broad-based cross section of informed and dedicated community members to perform a comprehensive review and analysis of requesting agencies' operation and performance in providing services, and make recommendations for annual allocations of funding to the City of Indian Wells City Council.

The Grants-in-Aid Committee advises and makes recommendations to the City Council regarding the distribution of public funds to 501c3 organizations throughout the Coachella Valley; under the City's Grants-in-Aids program. The committee members also act as direct liaisons to organizations, and may make on-site visits to learn in detail about their operations.

CRITERIA FOR FUNDING AGENCIES: The decision-making process for agency funding allocations is based on several criteria, all of which should be considered in the agency's review. Determination of any funding received shall be based upon these requirements:

1. All agency or groups ("Applicant") must be tax-exempt, non-profit organizations as defined under Section 501(c)(3) of the U.S. Internal Revenue Code or government entities such as schools or municipalities.
2. In accordance to IRS requirements, if you were to be awarded a grant, maintenance of proper financial records are required by each Applicant. Each agency shall keep accurate accounts of all receipts and expenditures and shall submit a compiled year-end report which included completion of the project by June 30 of year which agency is funded.

3. To receive funding support from the City of Indian Wells, an Applicant must show evidence that it is meeting a Coachella Valley community need.
4. The Applicant must be a community-based group, non-profit social agency, or area service provider that provides a program or service that benefits the residents of Indian Wells or the Coachella Valley at large.
5. Applicant requests will not be considered appropriate use of City's Grants-in-Aid include: start-up costs, administrative costs, overhead costs, and fundraising costs.
6. The City will generally consider requests for funds that include:
 - Expansion of initial service program
 - Addition of new service/program or special project
 - Purchase of specific items not related to start-up costs, necessary to providing services
7. It is the City's policy not to fund requests from Applicants for services that are normally supported by general tax dollars, represent a duplication of services which the City already provides funding or where the request comes from an applicant requesting funds for a service in another community, which is a type of service Indian Wells already funds for itself.
8. The City expects that the Applicant has attempted to find the best possible pricing for requested line items through vetting options and pricing.
9. The Applicant requesting funding must be in existence for a minimum of **five (5)** years in order to be considered for funding by the Grants-in-Aid Committee.
10. Applicant does not rely solely on community assistance funding to remain viable and the services would cost more to the City if the City provided them directly.
11. Fundraising events and sponsorships of events do not qualify for Grants-in-Aid funding.
12. Grants are awarded on a single year basis. Funds will be forwarded upon completion of a Funding Agreement and all applicable terms of that agreement.
13. The City may require proof of adequate and appropriate insurance coverage.
14. The amount of funding can be allocated at any level, and will be determined by committee and approved by the Indian Wells City Council based on the approved City budget for grant funding.
15. Individuals are not eligible for funding through the City of Indian Wells Grants-in-Aid program.

16. Where the Applicant received funding for the current fiscal year, all documents must be submitted and agreement terms complete prior to funding disbursement for the following fiscal year.
17. The Agreement is for the period of July 1 through June 30 of the following year. Services must be provided and funds must be disbursed during this time period. No payment will be made for services rendered after June 30 of the designated year (any unused funds must be returned to the City of Indian Wells).
18. Incomplete applications will not be considered.
19. Application and all supporting documents are to be submitted by the designated deadline to be considered for funding. Late or incomplete applications will not be considered for funding.

GRANTS-IN-AID FUNDING APPLICATION: The application requests a set of the following information be submitted for the Committee's review:

- City of Indian Wells Grants-in-Aid Application Request
- List of the Applicant's Board, terms of office and community affiliation (if applicable)
- Copy of the Applicant's most recent IRS Form 990
- Copy of the Applicant's most recent fiscal year-end financial statement (audited if possible)
- Current Agency budget (if applicable)
- Program/project budget
- Annual Board/Agency report (if applicable)
- Copy of current (within last 5 years) IRS Verification Letter

FUNDING DECISION: The City Council's decision as to whether or not to approve any request for funding from any applicant will be final when voted on at a formal City Council meeting. A decision not to approve a particular request does not preclude an eligible applicant from reapplying in any future year.

COMMITTEE MEMBER'S DUTIES AND RESPONSIBILITIES: Each Committee Member acts as a representative of the City of Indian Wells and the community. As such, Committee Members have the opportunity to represent the interests of both contributors and recipients, and the responsibility to ensure that funds are spent wisely and efficiently. The duties of the Committee Members include:

- Participate in all scheduled meetings of the Grants-in-Aid Committee;
- Review all written information provided regarding agencies' programs and services, as requested by the Committee Chair;
- Schedule and attend an on-site meeting with your assigned agency's executive director and other key agency officials. Prepare and report key findings on the Agency Data Sheet; and
- Advise the Committee of any questions, concerns or additional information needed to perform the duties and responsibilities.