

## **Council Community Fund Process**

Applications should be received by March 1<sup>st</sup> each year to be reviewed by the Community Fund Committee to be considered during the upcoming fiscal year budget process.

Once the applications are reviewed by the Community Fund Committee, a recommendation will be made to Council for consideration. Recommendations will be based on completeness of the application, how it meets the Council Goals, amount of request and overall quality of the application.

Part of the Community Fund Committee recommendation to Council will be whether or not the application should be considered as part of the budget cycle process or whether to consider granting a contribution outside of the budget process.

Once a decision has been made by the Council, notification will be mailed to the applicant of the decision and next steps.

### Next Steps:

If approved by Council, a letter (draft attached) will be mailed to previous applicants advising them of the process and how the request will be handled.

Applications will be received by March 1, 2016 to be considered by the Community Fund Committee in time to make a recommendation to Council at a Council meeting in March.

Those that have requested funds from Council for this fiscal year will be mailed a similar letter to the draft attached with a deadline for the Community Fund Committee to review and make recommendations to Council for consideration and will go through the same process.

### Additional Notes:

Applicants can make a presentation to City Council anytime.

Exhibit "A" – Letter to Applicants



# City of Prineville

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Exhibit "A"

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February 9, 2016

To Whom It May Concern,

The city is beginning its budget process for 2016-2017, and you are receiving this correspondence because you have either received, or requested funding from the Council in the past. In order to be more fiscally responsible, the city is establishing a procedure for how community fund requests are processed. Larger requests will be part of the budget process, if approved by council in March. The early stages of the budget process begins in February and continues for several months before adopting at the end of June, to become effective July 1<sup>st</sup>. With the annual budget schedule as the focus, the city is asking for your fund requests for 2016-2017 by 4:30 PM on March 1<sup>st</sup>, 2016. You must return your request before the deadline to city hall to be considered for funding.

Please submit your completed application, with specific information about the services your organization will provide, and how you will use any funds the city may contribute, and how they meet Council Goals. Other items that may be considered are: the record of service to the citizens of Prineville; financial and management capability of the requesting organization to provide services; the positive impact the contribution may have on supplementing an activity or direct service provided by the city to the Prineville citizens; and number of Prineville citizens receiving direct services from the organization requesting funds.

Once your completed application is received, it will be reviewed by the Community Fund Committee (CFC) along with all other applications received, to make a recommendation to council for consideration during the budget building process. The City Council will be the final decision for consideration to be included in the budget building process.

Please note, that funds are limited, and submitting an application does not guarantee that the full amount requested can or will be made.

Sincerely,

Lisa Morgan  
City Recorder

*This organization is an Equal Opportunity Provider*

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