



Policy for Non-Profit Funding Fiscal Year 2018-2019

ELIGIBILITY

1. Entity must be a Non-Profit Organization, or equivalent.
2. Non-Profit Organization (or equivalent) must provide services within the city limits of Mineral Wells, Texas.

APPLICATION PROCESS

Funding requests will be considered during the City's annual budget process.

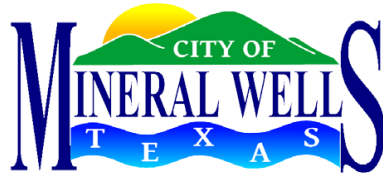
- The organization must fully complete the application and submit it to the Mineral Wells City Clerk beginning January 15, 2018, but no later than February 28, 2018.
- To be considered for funding, the organization may be required to make a brief presentation to a Mineral Wells City Council Committee and/or the Mineral Wells City Council. The presentation must contain the following elements:
 - Identify the organization.
 - The amount of funding requested.
 - Intended use(s) of the funding.
 - Amounts, if any, of previous funding from the City of Mineral Wells and the past uses of those funds.
 - Itemization of sources and amounts of funding.
- Recommendations of the Committee will be presented to the City Council not later than June 19, 2018.
- Applicants will be notified of the City Council's decision in July, 2018.
- Successful applicants will be required to enter into a performance agreement prior to the disbursement of any funding.
- Program progress reporting will be required.
- Multi – year funding requests will not be considered.

MINERAL WELLS CITY COUNCIL DECISION

- The Mineral Wells City Council may base their approval, denial, and/or funding amounts on items such as, but not limited to, available funding, timing, merits of programs offered, or other factors as the Mineral Wells City Council deems appropriate.
- All decisions of the Mineral Wells City Council are final.

REQUIRED ATTACHMENTS

1. Prior year and current budget, as applicable.
2. Proposed budget (or pro-formas) for the applying organization.
3. Articles of Incorporation.
4. Bylaws of organization.
5. Current roster of the Board of Directors (or equivalent).
6. Affidavit affirming that the organization is in good standing with local, state, and federal agencies.



**Non-Profit Funding Application
Fiscal Year 2018-2019**

Date : _____

ORGANIZATION INFORMATION

Name _____

Address _____

Contact Name _____ Phone _____

Contact Email _____

Website for Organization _____

Tax ID# _____

Purpose/Mission Statement of Organization

REQUEST INFORMATION

Has the organization received funds from the City before?

Yes No

If yes, please itemize the amounts, when awarded, uses of the money, and the results of the funding.

Does the organization receive grants or other funding assistance from any other source(s)?

Yes No

If yes, please list organization(s) and the assistance received:

2018-2019 Requested amount: \$ _____

Details on how funds will be utilized:

Please provide details of expenditures of prospective funding. You may attach additional document for itemization purposes.

Desired payout schedule Annual _____ Quarterly _____ Monthly _____

Any additional information for processing request

Additional sheets may be attached for further information.

Please file completed form with:

City of Mineral Wells, City Clerk
115 SW 1st St.
PO Box 460
Mineral Wells, TX 76068



**Post-Funding Report
Fiscal Year 2018-2019**

Date _____
Q1 _____ Q2 _____ Q3 _____ Q4 _____

ORGANIZATION INFORMATION

Name _____

Address _____

Contact Name _____ Phone _____

Email _____

Amount of Funding Received \$ _____

RESULTS

Please detail how your funding was used:

List the amounts allocated for expenditures. You may attach additional sheets for further information. Additional sheets may be attached for further information.

Please file completed form with:

City of Mineral Wells, City Clerk
115 SW 1st St.
PO Box 460
Mineral Wells, TX 76067