

Policy for Non-Profit Funding Fiscal Year 2021-2022

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 February 1, 2021, but no later than February 28, 2021.
- 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 in April, 2021.
- Council's decision is subject to adoption of the FY 2021/2022 budget. Applicants will be notified of final funding decision in October 2021.
- Successful applicants will be required to enter into a performance agreement prior to the disbursement of any funding.
- Post-Funding Report will be required.
- Multiyear funding requests cannot 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.

All applications, information supplements, requests for funding, and post-funding reports must be filed with the City Clerk at the following address:

City of Mineral Wells, City Clerk
115 SW 1st Street
P.O. Box 460
Mineral Wells, TX 76068



**Non-Profit Funding Application
Fiscal Year 2021-2022**

Date : _____

ORGANIZATION INFORMATION

Name _____

Address _____

Contact Name _____ Phone _____

Contact Email _____

Website for Organization _____

Tax ID# _____

Purpose/Mission Statement of Organization

2021-2022 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.

How many people does the organization serve in Mineral Wells city limits annually? _____

If requesting funding for a specific service, how many people will the funding serve? _____

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:

Desired payout schedule Annual _____ Quarterly _____ Monthly _____

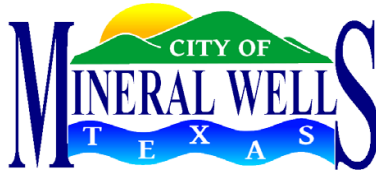
Post-Funding Report required within 30 days of each disbursement.

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 Street
PO Box 460
Mineral Wells, TX 76068



Post-Funding Report Fiscal Year 2021-2022

Date _____

Q1_____Q2_____Q3_____Q4_____Annual_____Month_____

Date Funding Received _____

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. Please attach copies of receipts. Additional sheets may be attached for further information.

Please file completed form with:

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