



# Application for Public Funding Fiscal Year 2023



## Summary

The City of Athens is currently soliciting proposals by outside organizations for funding assistance for the 2023 Fiscal Year. Organizations requesting funds for public purposes must complete an application.

All applications must be received by **5:00 p.m. on Friday, July 15, 2022.**

**Note: This application is for public funding projects.**

## **SUMMARY**

The Athens community is home to numerous organizations who provide services that benefit the residents, businesses, and visitors of the City. In certain instances, the services provided by these organizations meet a public purpose that is not addressed by the City of Athens or supplements an existing service provided by the City, thereby relieving the City of the cost of providing those services. In such instances, the City of Athens can achieve its objectives more efficiently by providing targeted financial support to these organizations.

The City accepts applications from eligible organizations seeking funds to be used for activities that serve a public purpose. This is a reimbursing grant program. Funding priority will be given to those activities that assist the City in accomplishing its strategic goals.

## **GENERAL INFORMATION**

The City's use of general revenues is governed by the Texas Constitution, the Local Government Code, and the City Charter. The primary use of these revenues is intended to promote a public benefit for the residents, businesses, and visitors of the City of Athens. For organizations to receive funding, they must demonstrate to the City that their service provides a benefit to the community and merits support of public funding.

The Texas Constitution, Article III, Section 52(a) provides for the loaning or granting of public money by cities for use of a public purpose. On March 27th, 2017, the Athens City Council passed Resolution No. R-15-17, specifically authorizing the provision of public funds to outside organizations with the express intent that such funds accomplish a public purpose.

Additionally, the City is further limited by the availability of funds within its annual budget and must therefore make prudent decisions regarding the allocation of funds for such uses. The City of Athens is under no obligation to allocate any portion of general revenues unless the City enters into a funding contract. Award of funds does not guarantee future funding. The City Council shall have the final decision regarding the allocation of funds and the specific dollar amount funded.

A formal application process ensures that organizations requesting funding from the City of Athens can demonstrate the impact of the requested funding within the community. The formal application process also aids the City in allocating available funds.

Applications must be received by the deadline stated on the application form and any applications received after the deadline will not be considered.

## ELIGIBILITY

The following requirements will apply for any application for funding to be considered:

- A. As required by State law, all funded activities must serve a public purpose.
- B. The applicant must be an organization or corporation governed by a board of directors, or similar governance structure.
- C. The applicant must be located in the Athens city limits.
- D. The applicant must demonstrate that the disbursement of funds will directly benefit the residents, businesses, and or visitors of the City of Athens.
- E. The applicant must be a legal entity with legal capacity to enter into contracts.
- F. The applicant must demonstrate that the funded activities are available to and appropriate for the public. All funded activities must be provided to the public on an equal basis.
- G. The applicant must be in good financial standing and have financial safeguards in place to protect public funds.

## APPLICATION AND EVALUATION PROCESS

The City will accept applications for funding considerations for Fiscal Year 2023 until **5:00 p.m. on Friday, July 15, 2022**. Applications shall be delivered to the City of Athens at 508 East Tyler St., Athens, Texas 75751. The organization must submit one (1) original and two (2) complete copies of the application.

**Required Information:** Each organization must submit the following documents to be included with the application:

- A. A list of current board of directors and officers, or similar governing structure.
- B. An estimated budget for the activity for which funding is sought.
- C. Proof of insurance (if applicable).
- D. Completed W-9 Form.
- E. Completed Conflict of Interest Questionnaire.

**Review of Eligibility:** Once an application is received, the City will review the application to ensure that all required information has been submitted and that the application is complete. Any deficiencies to the application will be submitted via writing/email to the organization with a request to correct the deficiencies. No application will be presented to the City Council for consideration if requested information is missing.

**Evaluation Criteria:** City Staff and City Council will use the following criteria to evaluate requests:

- A. Expected impact of the activity(ies) on the Athens community to be defined in terms of community participation, economic impact, or other outcome measures.
- B. Proposed project budget and management of resources available.

City Staff review applications. Staff will provide analysis, and the City Council will exercise sole discretion over which applicants receive funding and at what funding levels.

## **FINANCIAL REVIEW**

The City of Athens may, at any time, request a report, document, or audit to be submitted by the organization to the City that may relate to the use public funds. By signing the application, the organization acknowledges this requirement and gives permission for City auditors to review accounting records of the organization.

## **AWARD OF FUNDING AND ACKNOWLEDGEMENT**

If funding is awarded, the City Council will authorize a funding contract with the organization. The contract will specify the services to be performed using public forms, agreement to reporting obligations, and other administrative requirements the City deems necessary and appropriate.

The organization must return two (2) signed original funding contract documents to the City of Athens within thirty (30) days of receiving City Council approval for funding. Failure to return the executed agreements, shall be deemed a rejection of the offer for funding by the City Council and the offer shall be deemed withdrawn.

## **REPORTING AND REIMBURSEMENT**

A funded organization will be required to submit the following information prior to receiving reimbursement:

- A. A detailed report of revenues and expenses for the project, summary of the event/project outcome, and the number of people who participated in the activity (if applicable).
- B. Copies of invoices for expenses. Invoices must be complete with vendor information, description of work/materials provided, and amount due.
- C. Copies of cleared checks or bank statements, including check images for invoices paid.
- D. Credit card statement (if applicable) reflecting paid in-full balance.

Only expenses that meet the defined guidelines of this application shall be reimbursed. The City shall not make reimbursements for expenses where no invoice or proof of payment is provided.

The report seeking reimbursement for a specific event must be submitted within forty-five (45) days after the end of the event. An organization receiving funding for ongoing promotion and multiple events must submit a report each quarter. Failure to submit all required information will make an organization ineligible to receive funding the following year and/or a reduction in any amount approved.

Partial or incomplete submissions will not be accepted. Submissions shall be in a form that is acceptable to the City Manager. In some circumstances, the City may consider direct payment of expenses to vendors instead of reimbursement to the local organization.

## **LIMITATIONS**

The following limitations apply:

- A. Each applicant may only apply for public funds once per fiscal year.
- B. Activities must be completed, and funds expended within the City's 2023 Fiscal Year. Requests for reimbursement are due no later than August 31, 2023, unless prior written authorization is obtained from the City Manager.
- C. All funds distributed must have a direct correlation to the activities and must be clearly established within the agreement between the organization and the City.

## **FORFEITURE**

Failure to comply with these requirements may result in forfeiture on final payments, required reimbursements and/or disqualification from consideration of future applications.

## **QUESTIONS**

Any questions regarding the application, policy, or process should be submitted to:

Elizabeth Borstad  
[eborstad@athenstx.gov](mailto:eborstad@athenstx.gov)  
903-675-5131



## PROPOSAL INFORMATION

Write a description of the activities or services to be provided with public funds:

Duration of the activities (in days):

Start Date:

End Date:

Amount of Funds Requested: \$

Current Year Revenue Projection: \$

Current Year Expenditure Projection: \$

Describe (or attach) a timeline of the activities from planning to completion:

List other sources of funding for the activities or services:

List any other partners for the activities or services:

Have the activities or services been provided before? ☐ YES ☐ NO

If yes, how many times or for how many years?

How many people participated in the previous year's activity (if applicable)?

How many people are expected to participate in the Fiscal Year 2023 activity (if applicable)?

How will the activities or services be promoted to the community?

How will the activities or services contribute to the City of Athens?





I have read and agree to comply with the terms outlined in this packet.

I certify that the information contained in this application is correct to the best of my knowledge and that I am authorized to make this application on behalf of the organization herein described for the purpose of receiving funding from the City of Athens.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Attachments:

- ☐ List of current Board Members and Officers
- ☐ Project Budget (detailed revenues & expenses)
- ☐ Proof of Insurance (if applicable)
- ☐ Completed W-9 Form
- ☐ Completed Conflict of Interest Questionnaire

**SUBMIT TO:**  
City of Athens  
Attn: City Secretary  
508 E. Tyler Street  
Athens, TX 75751  
903-675-5131