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# CITY OF JERSEY VILLAGE, TEXAS

16501 Jersey Drive, Jersey Village, TX 77040

713-466-2109 (office) 713-466-2177 (fax)

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## Outside Service Agency Funding Policy

### 1. Policy Objectives

It is the policy of the City of Jersey Village as adopted by its City Council to provide funding in the form of grants to nonprofit outside service organizations and agencies which are located in Jersey Village which provide specific services and programs that support at least one of the following service objectives of the City:

- a) Provides a vital social service that is not duplicated by other organizations in the community
- b) Provides a service or program that is better delivered by a public service agency or organization rather than City government
- c) Provides a needed cultural or arts amenity to the public that is not duplicated in the community

### 2. Public Purpose Test

The Texas Constitution, State statutes, and Federal regulations establish clear standards for the use of public funds. The standards require cities to spend taxpayer money for public purposes and prohibit the use of public money for private purposes. The application of this mandate for the purposes of this policy will be accomplished on the basis that the City will fund those agencies and programs that fully meet the requirements of this policy. Every agency must serve a public purpose by delivering services that the City government could provide itself but chooses to deliver the services through a non-profit entity.

### 3. Definitions

For the purposes of this policy the following definitions will apply:

**Non Profit:** refers to 501(c) organizations as defined by the Internal Revenue Service IRS.

**Program:** refers to the smallest subpart of an organization or entity

**Capacity Building:** Systematic efforts by an organization to develop organizational capabilities to raise funds build leadership and stewardship capacity and increase service impacts

**General and Administrative expenses:** Cost of goods and services designed to pay for administrative services management or general agency costs not directly attributable to the delivery of services to clients

**Community Impact Statement** Compilation of data required by this policy that demonstrates the number of Jersey Village citizens benefiting from the program being considered for funding by the City of Jersey Village

#### 4. **Funding Applications**

All applications for grants from the City must be in writing using the prescribed format and schedule established by the City Manager. Funding applications will contain the following elements:

- a) Must demonstrate how the program meets the mission vision and values of the City of Jersey Village
- b) Must demonstrate the program meets the public purpose test for the expenditure of public funds
- c) Must demonstrate positive community impacts by submitting a Community Impact Statement
- d) Requests for funding ongoing administrative costs **will not** be considered. Funding to agencies will be awarded for program specific needs that deliver a specified service or activity that can be segmented and measured for results.

#### 5. **Non Profit Status**

Public service agencies are required to be 501 C organizations as defined by the Internal Revenue Service to qualify for funding.

#### 6. **Public Purpose**

An agency must demonstrate the program serves a public purpose. The program must be nondiscriminatory and must not provide support or provide service to a private individual or private interest.

#### 7. **Funding Period**

The City of Jersey Village provides funding for a one year period. The City of Jersey Village is not obligated to fund a program that is approved for any subsequent years. Agencies must apply for program funding each year.

#### 8. **Application Review Process**

All applications for public funding will be presented to the Committee for review. The Committee Chair in coordination with the City Manager or his designee will establish the meeting schedule for the purpose of preparing funding recommendations to the City Manager.

#### **Committee Members**

The Committee shall be comprised of city staff of no less than three members appointed by the City Manager.

#### **Evaluation Criteria**

The committee will use the following criteria to evaluate applications:

- a) **Public purpose:** Each program funded by the City of Jersey Village must meet the purpose test established in this policy

- b) **Community impact:** The program must have a substantive impact on the Jersey Village community consistent with the mission and priorities established by the City Council
- c) **Policy compliance:** The Committee will consider both the completeness and timeliness of the application in adherence to the requirements of this policy.

**Committee Recommendations**

The Committee will present to the City Manager recommendations for programs to be funded and the respective amounts of funding recommended for each.

**Funding Approval**

The City Manager has the authority to approve or deny funding requests and to enter into the necessary agreements with the agency to ensure the essential public purpose and policy objectives are met. The City Manager shall report to the City Council within 30 days of any funding approval the name of the agency receiving funding and the amount received.

**Funding Public Service Agency Requests**

The City Council will determine funding for this program on an annual basis during the regular budgeting process.

**Reports**

An annual report will be required of all Contract Partner Agencies. These reports will include financial statements that describe specifically how the funds from the City of Jersey Village are being utilized, a narrative of program activities for the organization, and service levels and performance measures for each organization. The City will monitor Contract Partner Agencies to ensure City funds are used in compliance with contract language and to achieve public purposes.

**Deadlines**

For grants for the 2024 calendar year applications should be submitted to Austin Bleess, City Manager, via email at [ableess@jerseyvillagetx.com](mailto:ableess@jerseyvillagetx.com) or at 16327 Lakeview Dr, Jersey Village, TX 77040 no later than 5pm on November 30, 2022. Award decisions will be made in December 2023.

If there are questions on the application please contact City Manager Austin Bleess via email at [ableess@jerseyvillagetx.com](mailto:ableess@jerseyvillagetx.com) or phone at 713-466-2109.



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## Outside Service Agency Funding Application

### Contact Information

Agency:	
Contact Person:	Position:
Email:	Phone:
Agency Mailing Address:	
Agency Tax Identification Number:	

### Summary Funding Request

Program Name/Description	
Grant Amount Requested	
Other Sources of Funds	
Total Program Expense	

### Itemized Expenditures

Please indicated itemized expenditures by categories for the grant money. (Use more pages if necessary)

Item (ie. Personnel, Equipment, Supplies, Travel, etc.)	Amount

**On separate pages please describe your program, the public purpose, and the community impact. Please limit your response to 1,000 words or less.**

**Please submit this application and the required attachments and return to the City Manager via email at [ableess@jerseyvillagetx.com](mailto:ableess@jerseyvillagetx.com) or at 16327 Lakeview Dr, Jersey Village, TX 77040.**

I certify that all information reported in this application and attached is true accurate and complete to the best of my belief and knowledge. I certify that I am authorized to make application on behalf of \_\_\_\_\_ (agency) and have been designated as such by the Board of Directors. I will provide written notice of any changes or additions to this information. I understand the agency may need to provide additional information during the application process and if funded I understand a written agreement will be required between the agency and City upon award of funds.

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

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

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

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