

Non-profit Funding Process

February 13, 2020

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Introduction

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Introduction

- Each year the Town of Addison enters into agreements with various non-profit entities to provide a variety of public services to citizens of the city.
- The non-profit funding process and Community Partners Bureau are used to receive funding recommendations.
- The Community Partners Bureau was established in 2011.
- Changes were made to the non-profit funding process and procedures in 2012, 2013, 2015, 2017, 2018, and 2019.
- Review of the program purpose, roles and responsibilities, funding process history, timeline, and types of agreements.
- Request council direction

Purpose of Non-profit Grants

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Purpose of Program

- To provide a grant of public funds to various organizations that promote public purposes and benefit the public within the Town.

Roles and Responsibilities

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Roles and Responsibilities

- Community Partners Bureau Resident Members
 - Evaluating, Engaging Non-profit organizations, Observing activities
 - Suzie Oliver, Woven Health Clinic, Expires 12/31/21
 - Fran Powell, Metrocrest Services, Expired 12/31/19
 - June Cooper, The Family Place, Expired 12/31/19

Roles and Responsibilities

- Community Partners Bureau Council Member Liaisons:
 - Council Member Lori Ward
 - Council Member Marlin Willesen
- Evaluate, Review, and Make Funding Recommendations for organizations without a council member liaison:
 - Dallas Cat Lady
 - Metrocrest Services
 - Outcry Theatre
 - Steven A. Cohen Military Family Clinic
 - The Family Place
 - Woven Health Clinic

Roles and Responsibilities

- Council Member Liaisons
 - Evaluate, Review, and Make Funding Recommendations for:
 - Addison Arbor Foundation
 - Council Member Paul Walden
 - Cavanaugh Flight Museum
 - Council Member Marlin Willesen
 - Metrocrest Chamber of Commerce
 - Mayor Pro-Tempore Tom Braun
 - Council Member Ivan Hughes
 - WaterTower Theatre
 - Mayor Pro-Tempore Tom Braun

Funding Process History

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Funding Process History

- 2011
 - Council Liaison Process
 - Community Partners Bureau Established December 13, 2011
- 2012
 - Metrocrest Chamber of Commerce changed from a services agreement to a grant funding agreement
- 2013
 - Community Partners Bureau Policy Approved
- 2015
 - Community Partners Bureau Policy Revision
 - Changed bureau member term from two to one year.
- 2016
 - Uniform Grant Funding Agreement Implemented

Funding Process History

- 2017
 - Community Partners Bureau Policy Revision
 - Changed bureau member term from one year to three years.
 - Appointment effective January 1 instead of October 1
- 2018
 - Community Partners Bureau Policy Revision
 - Purpose statement changed to “Promote public purposes and benefit the public within the Addison community.”
 - Removed Bureau Chair Position
 - Commitment to community service edited to add “...or other volunteer service working with the Addison community.”
 - Effective start date of the CPB term changed to “January 1 of the following year appointed.”
- 2019
 - Non-profits present to City Council

Process Timeline

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Timeline

- July 1
 - Distribution of grant applications and materials to non-profits
- July 19
 - Grant applications due
 - Assess financials for all NPO funding applicants
 - Work with appropriate Town Staff to review services and program(s) submitted by NPOs
- July 24
 - Distribute all applications with financials to the CPB Council Liaisons
 - Distribute appropriate applications to Council Member Liaisons and CPB Resident Members

Timeline

- July 31
 - CPB Council Liaisons & CPB Resident Members meet and discuss CPB Resident Liaisons' evaluations
 - Presentation by non-profit applicants to the CPB
 - CPB Council Liaisons determine which NPOs to consider & which NPOs are selected to present to Council and/or provide a more compelling reason for their funding amount
 - Present funding recommendations during the budget retreat
- **August 27**
 - **Presentation by non-profits to council (Added in 2019)**
- August
 - Coordinate with appropriate Town Staff to prepare funding agreements, communicate with Legal
 - Communicate anticipated funding levels to NPO funding applicants
- September
 - Present to Council the determined funding amounts
 - Complete agreements and resolutions, present to Council

Types of Agreements

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Types of Agreements

	Agreement for Grant Funding	Services Agreement
Goal	Provide programs to the community which benefits citizens directly	Provide services to the town
Funding	Semi-annual, 50 percent at signing	Quarterly, or within 30 days of invoicing
Reporting	Quarterly program reports	Quarterly performance report
Town's Contractual Obligation	Town is not contractually obligated to any services. Recipient is not contractually obligated to provide specific services.	Town is receiving a benefit and the organization is contractually obligated to perform a service.
Accountability	No Recourse	Legal remedies No performance = No Pay

Current Agreements

	Agreement for Grant Funding	Services Agreement
Addison Arbor Foundation	X	
Cavanaugh Flight Museum	X	
Dallas Cat Lady	X	
Metrocrest Chamber of Commerce	X	
Metrocrest Services	X	
Outcry Theatre	X	
Stephen A. Cohen Family Clinic	X	
The Family Place	X	
Water Tower Theatre	X	
Woven Health Clinic	X	
World Affairs Council		X

Council Direction Needed

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Questions for Council

- Roles and Responsibilities
 - Does Council want to formalize changes to the roles and responsibilities, i.e. the Community Partners Bureau Council Liaisons or Council Member Liaisons making funding recommendations?
- Funding Process
 - Does Council want to change the funding process to reflect the changes in roles and responsibilities?
 - Does Council want all non-profits to present to the Community Partners Bureau and to the entire council?
- Types of Agreement
 - Does Council want to make changes to the current agreement classifications?

Questions / Discussion

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