

Memorandum

To: All Applicants
From: Kim Weber, Budget & Tax Manager
Date: August 3, 2011
Re: Community Support

The City of Steamboat Springs is now accepting **annual** Community Support funding applications for fiscal year 2012 for entities outside of the community support allocation groups.

Please note that this application is for requests that do not fit into one of the community support allocation groups. These groups are Arts & Culture, Environmental, and Health & Human Services. If you fit into one of these categories please contact Mark Andersen at the Yampa Valley Community Foundation at (970) 879-8632 for funding requests.

Applications must be received by **Thursday, August 25, 2011**. Applications must be **complete** in order to be considered for funding. Early submission of applications is encouraged, however **late or incomplete applications will not be considered.**

Completed applications may be delivered in person to the front desk at:

**City Hall
137 10th Street
Steamboat Springs, CO 80477**

Or mail your application to:

**City of Steamboat Springs
P.O. Box 775088
Steamboat Springs, CO 80477-5088
Attn: Kim Weber**

All applications must be received **no later than 5:00 P.M., August 25, 2011**. Any questions concerning the application process should be addressed to Kim Weber at kweber@steamboatsprings.net or by phone at (970) 871-8250. For your convenience, applications can be downloaded from the City website at www.steamboatsprings.net. You are not able to complete the applications on-line, however you can save it and type in the application or you can print it and fill it in by hand.

TO CITY OF STEAMBOAT SPRINGS COMMUNITY SUPPORT APPLICANTS:

Please read and review the following documents that are part of the Application Package:

1. Application Guidelines
2. Application Checklist
3. Community Support Application
4. IRS Form W-9

Applicants seeking Community Support funding for fiscal year 2012 must submit completed applications no later than August 25, 2011 for approval by the Steamboat Springs City Council. Late and incomplete applications will not be considered.

Please pay careful attention to the application guidelines before you begin your application. If you require further information, please contact Kim Weber at kweber@steamboatsprings.net or (970) 871-8250.

**CITY OF STEAMBOAT SPRINGS, COLORADO
COMMUNITY SUPPORT GUIDELINES
FISCAL YEAR 2012**

INTRODUCTION

Before preparing your application, **PLEASE CAREFULLY READ THESE HELPFUL GUIDELINES.** These guidelines are meant to introduce applicants to the purpose and procedures associated with Community Support funding. They will also assist you in determining whether your projects and/or programs are eligible for Community Support funding.

I. WHO IS ELIGIBLE FOR COMMUNITY SUPPORT FUNDING?

- A. All applicants for Community Support must have 501(c)3 nonprofit status, or be a not-for-profit organization.
- B. To be eligible for funding, all projects, facilities and events must be located or take place within the corporate limits of the City of Steamboat Springs.
- C. All projects must be completed during the fiscal year in which they are funded. Fiscal year 2012 begins January 1, 2012 and ends on December 31, 2012.
- D. Every expenditure made with public funds must benefit the City and/or the citizens of the City of Steamboat Springs. Such benefits must satisfy one of the following:
 - 1. Improving the quality of life for citizens of the City of Steamboat Springs by providing the public with a positive environment, and promoting Steamboat Springs as a safe and fun place to work, live and play
 - 2. Allow Steamboat Springs residents to serve as “Ambassadors for the City”

II. PROCEDURES & CONDITIONS FOR FUNDING

- A. The City Management Team will review each application after receipt, and the applicant will be notified to schedule a meeting to discuss the application with the City Finance Director, City Budget Manager and City Manager.
- B. If your funding request is granted, please be advised that Community Support funding carries the following conditions:
 - 1. The City has the right to audit the organizations funded. (Ex: Looking at their books or attending the events.) This includes access to all records of expenditures.
 - 2. Recipient organizations are subject to ongoing evaluations by City staff. The goal of these evaluations is to encourage self-sufficiency for each organization or program funded through the use of additional or alternative funding sources.

III. RULES FOR DISBURSEMENT OF FUNDS

- A. Checks will not be released without an IRS Form W-9.
- B. Generally, unless City Council directs otherwise, allocations over \$10,000 will be split into two disbursements, one half in January and the other in July. Allocations under \$10,000 will be released in full in January.

IV. INSTRUCTIONS FOR SUBMITTING AN APPLICATION

- A. Completed applications must be submitted no later than **5:00 pm, August 25, 2011.**
- B. Submit your original application to: **City Hall, P.O. Box 775088, Steamboat Springs, CO, 80477-5088, Attn: Kim Weber**
- C. Original application should include the following required attachments: Detailed project budget, most recent financial statement, W-9 form, 990 tax form (if applicable), and a list of current board members.
- D. Additional support materials (brochures, videos, etc.) will **NOT** be accepted or considered.

V. REQUESTING MORE INFORMATION

If you have any questions or concerns about Community Support funding or the allocation process, please contact Kim Weber at kweber@steamboatsprings.net or (970) 871-8250.