

City Council Policy: Nonprofit and Outside Agency Funding Requests that Occur Separate from the Budget Process (Proposed amendments –Councilor Galvin 1/16/18)

There are two types of requests that usually come before Council during the year. The first is specific to special events and festivals generally. The second type of request is defined as more policy driven and reflects those requests that align directly with the priorities set by City Council.

A. Donations to Special Events, One Time Programs, Festivals

(Funding to not exceed \$2,000-change to \$25,000)

These requests are characterized as smaller requests for special events, **summits and symposiums, programs** and/or festivals. The event, program or festival must occur in the City or demonstrate that City residents are attending and/or will be served. Depending on the type and nature of the request, for instance if it's a festival or event that may bring in tourists and outside visitors, the Charlottesville/Albemarle Convention and Visitor's Bureau may be asked to assist in the review of the funding request.

B. Policy Driven Issues Aligned with City Council Vision 2025 and Strategic Plan

(Funding to not exceed \$10,000-change to \$50,000)

These requests must serve City residents and be aligned directly with one or more areas of City Council's Vision 2025. **The request is expected to include outcomes and measures in the identified vision area(s).**

Charlottesville: A Great Place to Live for All of Our Citizens

- A leader in innovation, environmental sustainability, social and economic justice, and healthy race relations
- Flexible and progressive in anticipating and responding to the needs of our Citizens
- Cultural and creative capital of Central Virginia
- United community that treasures diversity

1. Economic Sustainability
2. A Center for Lifelong Learning
3. Quality Housing Opportunities for All
4. C'ville Arts and Culture
5. A Green City
6. America's Healthiest City
7. A Connected Community
8. Community of Mutual Respect
9. Smart, Citizen Focused Government

Alignment with City's Strategic Plan is given special consideration. **The request is expected to include outcomes and measures in the goal area(s).** The Strategic Plan can be found at www.charlottesville.org/strategicplan. The five strategic goals of the plan are:

1. An inclusive community of self-sufficient residents
2. A healthy and safe city
3. A beautiful and sustainable natural and built environment
4. A strong, creative and diversified economy
5. A well-managed and responsive organization

Review Process

1. City Council receives a request for funding from an outside/nonprofit agency
2. The request is forwarded to the City Manager and Assistant City Manager (through the Office of Budget and Performance Management) to start the review process
3. The Office of Budget and Performance Management will gather information on the proposal and contact the applicant to make sure all criteria are in place and can be met. If any information is incomplete or missing, the application may be asked to send the request again and/or provide the missing information.
4. Agencies that make requests to Council outside the budget cycle **will be required to meet all the criteria for funding had the request gone through the formal agency budget review process as evidenced by the completion and verification of the Charlottesville Conditions of Eligibility Report Form, attached.**
5. **City staff will recommend, as part of the review, the most appropriate source of funding.**
6. A complete proposal, once reviewed by the Office of Budget and Performance Management, will be shared with the City Manager who will then review and provide feedback on the request.
7. The City Manager will communicate the complete proposal with the Mayor and City Council to receive input on including on a future Council agenda or not.
8. **City staff should have at least four working weeks to complete the review process and schedule the item on a future Council agenda for requests from new or less established non-profit organizations and civic groups. Established non-profit organizations and agencies with a track record of working with the city in its efforts to promote environmental sustainability, social and economic justice, and healthy race relations may receive an expedited two (2) working week review process as per the discretion of City Council.**
9. If the request is funded, funding will only be effective for the current fiscal year that the request is being made. Future requests will be considered only through the City's formal agency budget review process.
10. Agencies will be asked to submit a report back to City staff and Council following the completion of the program, event and/or festival. The timing of this and content of the report will be part of the review agreed upon by City staff and the agency.

ATTACHMENT - Charlottesville Conditions of Eligibility Report Form (under separate cover)