



Outside Agency Funding Application FY 2022-23

Applications due no later than **5 pm on July 8, 2022.**

**Incomplete applications and/or applications submitted after the deadline
will not be considered.**

Organization: _____

Instructions:

1. Review all funding criteria and documentation requirements prior to completing the application.
2. Complete application.
3. Compile required attachments
 - a. Current Board Members (name and profession)
 - b. Board Policy
 - c. Articles of Incorporation
 - d. Financial Audit (most recent), Management Letter & Response
 - e. IRS Letter of Tax Status
 - f. IRS Form 990 (most recent)
 - g. Current Year Balance Sheet (indicate ending month)
 - h. Prior Year Balance Sheet
 - i. Volunteer Policies
 - j. Staff Organizational Chart
 - k. Organizational Evaluation Tool and/or Performance Measures
 - l. Letters of Support (Optional)

If unable to provide any of the above attachments, a narrative must be provided as to why the attachment(s) cannot be submitted.

4. Submit two (2) copies of the funding application and two sets of attachments.
 - One copy should be submitted unbound and unstapled.
 - The second copy should be an electronic version of the application and all supporting documents.

Packets will be distributed to Council Members and City staff for review. Make sure all required attachments are included.

Completed application packets should be directed to:

City of Hutto
Attention: Kristi Robich
500 W. Live Oak
Hutto, TX 78634
512-759-4059

Kristi.Robich@HuttoTX.gov

Organization: _____

City of Hutto Outside Agency Funding Criteria

Outside Agency Funding – The City Council may fund a number of outside agencies and organizations that provide core services for the citizens of Hutto. The amount of funding received by each agency depends upon Council direction and the availability of funds. The City Council may fund up to 1.0% of the estimated General Fund revenues during the budget process.

Funding Process - All agencies shall have a standardized process for application, review, monitoring, and reporting. All agencies are required to submit applications for funding to the City during the budget process. Applications will include the following:

- a. Information about the organization including organization’s purpose, charter, board of directors, etc.
- b. Copy of organization’s financial policies.
- c. Copy of prior year’s tax filing demonstrating non-profit status.
- d. Copy of prior year’s audit or financial review for organizations whose operating budget exceeds \$100,000 annually.
- e. Agencies will need to provide a list and description of what the funding from the prior year was used for and program measures that indicate the increased success of the program due to the funding.

Funding of non-profit agencies through public funds require enhanced guidelines for spending and operations which shall include:

- a. Funding will typically be used for specific programs, rather than for general operating costs, and demonstrates the program’s sustainability beyond a three-year funding period.
- b. The City shall have the ability to review financial reports to monitor how public funds are utilized by an organization.
- c. Other items may be addressed by the City Council as specified in each organization’s Outside Agency Funding Agreement.

The Williamson County Crisis Center (Hope Alliance), Williamson County Children’s Advocacy Center, and the Williamson County and Cities Health District will be considered a budgeted line-item. All other outside agencies and organizations will go through the Outside Agency Funding process.

The City Council will review requests from other agencies and award based upon available funding. Applications will be evaluated on the following criteria:

- a. Number of Hutto citizens served by the organization;
- b. Type of service provided and whether other organizations in the community provide the service;
- c. Availability of other funding sources for the organization;
- d. Demonstration of ability to adhere to the guidelines outlined by this policy;
- e. The City Council prefers to allocate funding based upon the following guideline:
 - 1) Education
 - 2) Quality of Life
 - 3) Social Services
 - 4) Public Health and Safety – The City Council may provide additional funding above the designated 1.0% to support governmental organizations that provide public health and safety services to the Hutto Community. An example includes membership in the Williamson County and Cities Health District.

All funded agencies shall be required to submit quarterly reports with performance data unless otherwise specified.

Organization: _____

Strategic Guide

Vision

Hutto, Texas is a family-friendly community that provides superior public safety, outstanding fiscal responsibility, diversified economy, and an exceptional quality of life.

Values

Responsible – *We expect those acting on behalf of the organization to consistently show responsibility. Being responsible entails being trustworthy to do what is in the best interest of the community and the City organization and being accountable for our own individual actions.*

Safe – *We expect those acting on behalf of the organization to consistently have a high regard for the safety of all involved, including our residents, visitors, volunteers, employees, and their property. The value of safety includes actions taken to promote the safety of the public (i.e., police services, fire services, emergency medical services and the like) as well as design of our infrastructure, operational policies, and the working conditions provided to our employees. Recognizing that some elements of the work of the City of Hutto come with a level of inherent danger, our goal is to mitigate that danger to the extent reasonable.*

Authentic – *We expect those acting on behalf of the organization to act with authenticity. Hutto is a unique community with a particular history, culture and character, and being authentic entails being genuine in both words and deeds to both the individual character and the character of the community as a whole.*

Progressive – *We expect those acting on behalf of the City of Hutto to seek creative solutions to problems. Being progressive entails making use of new or different methods, opportunities, and ideas with the intention of advancing the practice or outcome farther and faster than it would under the status quo.*

Strategic Focus Areas

- Public Safety
- Well Balanced & Diversified Economy
- Infrastructure & Growth
- Fiscal Responsibility
- Quality of Life & Services

Objectives

- *Generate a strategic path forward for enhancing the public safety apparatus, including police, fire and emergency medical services*
- *Create an aggressive, progressive economic development strategy for the community*
- *Maintain a positive and inspired workforce*
- *Enhance mobility within the city*
- *Enhance the overall governance of the community*
- *Construct and maintain infrastructure at the desired levels of service*
- *Ensure responsible fiscal stewardship through transparency and reporting*
- *Maintain an environment and quality of life that encompasses a safe, friendly, and entertaining atmosphere for all ages*

Organization: _____

City of Hutto Outside Agency Funding Application

Organization _____ Date _____
 Proposal Writer _____ Title _____
 Contact Person _____
 Mailing Address _____
 Street Address _____
 Email _____ Fax _____
 Contact Phone _____

Category (select one) Education Quality of Life Social Services
 Public Health & Safety

Funding Request Summary

Program/Agency Name: _____

Amount Requested (\$): _____

Other Funding Sources (\$): *Includes other grants (local and national), CARES ACT Funding*

Summary of Request (30 words or less):

Has your organization received outside funding before? How much and how was the money spent?

.....
(For Staff/Committee Review Notes)

Received by: _____ Department: _____ Date: _____

Reviewed by: _____ Department: _____ Date: _____

Review Comments: _____

Recommendation(s): _____

Organization: _____

Part One: Agency Overview

Part 1A. Mission Statement and Overview of Organization

1. Provide the Mission Statement of the Organization:

1. Provide an organizational overview and list the general goals and objectives of the organization: (75 words or less):

Part 1B. Non-Profit Status & Board Members

1. List all members on the Board of Directors of the Agency, and indicate the member's position on the board, term, profession and City of residence (*attach Board Policy*):

2. List the provider of accounting/audit services to the organization (*attach the latest financial audit*):

3. Is the organization incorporated as a non-profit under the laws of the State of Texas? If so, please provide the date of incorporation (*attach Articles of Incorporation*):

Organization: _____

4. Is the agency tax exempt under Internal Revenue Code Section 501(c)(3)?
(attach copy of IRS status letter):

Part 1C. Organizational Programs

1. List all current programs the organization operates. Include a brief description of each program and list the intended benefits of each program. (List current programs only. Please do not include new program(s) reflected in the funding being requested.)

2. Of the total number of people you serve, what percentage are from the following residency areas:

Hutto

Williamson County

Outside Williamson County

Part 1D. Community Resources & Support

1. Describe community financial support received. Include in-kind contributions such as donated goods or services.

Organization: _____

2. Describe your organization's volunteer base (*number, total volunteer hours, duties performed, recruitment*):

3. Describe any collaboration with other organizations (*formal agreements, memorandum of understanding, etc.*):

4. List fundraising events and the outcomes for the past year.

<u>Fundraising Event and Date</u>	<u>Amount Raised</u>
<div style="border: 1px solid black; height: 30px;"></div>	<div style="border: 1px solid black; height: 30px;"></div>
<div style="border: 1px solid black; height: 30px;"></div>	<div style="border: 1px solid black; height: 30px;"></div>
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<div style="border: 1px solid black; height: 30px;"></div>	<div style="border: 1px solid black; height: 30px;"></div>
Total Raised	<div style="border: 1px solid black; background-color: #cccccc; height: 30px;"></div>

Organization: _____

5. Describe planned events and their anticipated outcome for the next year.

<u>Fundraising Event and Date</u>	<u>Projected Revenue</u>
Total Projected Revenues	

6. Will the agency be able to continue to deliver service in the future without City funding? Describe the impact that a denial or reduction in City funding would have on the organization.

7. Is this organization the sole provider of this service in Hutto? List any entities that provide comparable services.

Organization: _____

Part Two: Funding Request

Part 2A. Funding Proposal

1. Describe how the agency proposes to use City funds. Be specific and detail how this funding will impact the citizens of Hutto. How does the funding request relate to the City's Strategic Vision?

Part 2B. Estimated City-Funded Expenditures for Program or Agency

1. List itemized expenditures by category for this grant request. Be specific. This information will be used to compile funding agreements for approved grants.

<u>Category</u>	<u>Amount</u>
Personnel	<input type="text"/>
Equipment	<input type="text"/>
Utilities	<input type="text"/>
Other expense categories (list):	
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Total Request	<input type="text"/>

2. Is this a one-time request? Yes No

Organization: _____

3. Describe anticipated ongoing costs of this program for which funds may be requested in the future.

4. Is the organization requesting funds from other governmental entities, agencies, or other sources? If so, list all funding applied for and amount.

Organization: _____

Part 2C. Income Statement

FISCAL YEAR		
Revenue Source		Agency Actual
Income		
Fees		
Net Sales		
Contributions		
Individual		
Board		
Foundations/Trusts		
Special Events		
Organizations		
Civic		
Corporate		
Government Revenue		
City of Hutto		
Williamson County		
Federal		
State		
School district		
Other Local Sources		
Investment Income		
Other		
In-kind contributions		
Total Income		

Organization: _____

Part 2D. Expense Report

Expenses	Agency Actual
Salaries & Benefits	<input type="text"/>
Supplies	<input type="text"/>
Maintenance	<input type="text"/>
Purchased Services	<input type="text"/>
Capital Outlay	<input type="text"/>
Other	<input type="text"/>
In-kind Expenses	<input type="text"/>
Total Operating Expenses	<input type="text"/>
	<u>Surplus or (Deficit)¹</u>
Fiscal Year	Agency Actual
Income – Expenses=	<input type="text"/>

Explain Income Statement deficits

Organization: _____

Part 2E. Balance Sheet

	Current Fiscal Year _____	Prior Fiscal Year _____
<u>Current Assets</u>		
Cash & Cash Equivalents	<input type="text"/>	<input type="text"/>
Investments	<input type="text"/>	<input type="text"/>
Receivables	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Prepaid Expenses	<input type="text"/>	<input type="text"/>
Total Current Assets	<input type="text"/>	<input type="text"/>
<u>Property & Equipment</u>		
Property and Equipment	<input type="text"/>	<input type="text"/>
Accumulated depreciation	<input type="text"/>	<input type="text"/>
Total Property & Equipment	<input type="text"/>	<input type="text"/>
<u>Other Assets</u>		
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Assets	<input type="text"/>	<input type="text"/>
<u>Current Liabilities</u>		
Accounts Payable	<input type="text"/>	<input type="text"/>
Current portion of long-term debt	<input type="text"/>	<input type="text"/>
Deferred Revenue	<input type="text"/>	<input type="text"/>
Total Current Liabilities	<input type="text"/>	<input type="text"/>

Organization: _____

Long Term Debt, less current portion

Total Liabilities		

Fund Balance

Unrestricted		
Temporarily restricted		
Permanently restricted		
Total Fund Balance		
Total Liabilities & Fund Balance		

("TOTAL ASSETS" must equal "TOTAL LIABILITIES & FUND BALANCE")

Part 2F.

Provide organization's most current balance sheet and indicate ending month.

Part 2G.

Provide organization's balance sheet as of the end of the prior year.

Additional Information

Certification:

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 _____

(organization) 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 organization and City upon award of funds.

Date: _____

Signature: _____

Title: _____