

**RESOLUTION NO. 14-43**

**A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF MARICOPA, ARIZONA, ADOPTING REVISED GUIDELINES FOR THE MARICOPA NONPROFIT FUNDING PROGRAM AND CREATING A CITIZEN EVALUTION COMMITTEE.**

**WHEREAS**, partnerships with the non-profit community are critical to meeting community needs; and

**WHEREAS**, on September 17, 2013, the City Council adopted Resolution 13-31 adopting guidelines for the Maricopa Non-profit Funding Program; and

**WHEREAS**, on September 16, 2014, the City Council heard a presentation on proposed enhancements to the Maricopa Non-Profit Funding Program; and

**WHEREAS**, after consultation with City staff, the City of Maricopa believes it is in the best interest of the City to revise the guidelines for the Maricopa Non-Profit Funding Program; and

**WHEREAS**, the City Council would like to involve the public in this process by creating a Citizen Evaluation Committee to review the applications and make recommendations to the City Council for final award vote.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and City Council of the City of Maricopa, Arizona hereby creates a Citizen Evaluation Committee and adopts the revised Guidelines for the Maricopa Non-Profit Funding Program as set forth in Exhibit A attached hereto and made a part of this Resolution.

**PASSED AND ADOPTED** by the Mayor and Council of the City of Maricopa, Arizona, this 7<sup>th</sup> day of October, 2014.

APPROVED:

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Christian Price  
Mayor

ATTEST:

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Vanessa Bueras, CMC  
City Clerk

APPROVED AS TO FORM:

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Denis Fitzgibbons  
City Attorney

# **Exhibit A**

## **Revised Guidelines for Maricopa Non-Profit Funding Program**

### **Program:**

- Requests for funding may not exceed \$25,000 per year
- Applicants shall be required to attend a grant writing workshop and provide a certificate of attendance
- Applicants may submit only one (1) application per organization
- Applicants may only receive three consecutive years of funding per organization. After three consecutive years of funding, applicants must take one year off before re-submitting an application
- Questions contained in the application will be revised to align with the scoring instrument
- Objective scoring criteria will be used relating to proposal alignment, budget, ability to follow application instructions, and past compliance
- Application page length is extended to seven (7) pages
- Funds may be re-allocated to another organization when an applicant does not accept an award of funds
- Partial funding information will be requested by the City through the application process
- Mid-year Council presentations by funded organizations will be clear and concise
- A pre-bid meeting will be held and potential applicants will review Program guidelines

### **Citizen Evaluation Committee:**

1. Mayor and City Council shall create a Citizen Evaluation Committee as part of the City's internal grant evaluation process.
2. The Citizen Evaluation Committee will be composed of seven (7) members of the community.
3. The Citizen Evaluation Committee member's tenure shall be coterminous with the term of office of the nominating member of Council. The member will be responsible for scoring all grant applications through the Non-Profit Funding Program.
4. The Citizen Evaluation Committee will be appointed no later than November 4, 2014 to ensure the committee is in place prior to the request for proposal.
5. The Citizen Evaluation Committee will hold at minimum two (2) meetings annually and will comply with Roberts Rules of Order.
6. Citizen Evaluation Committee members shall not serve on or board or work for an organization submitting an application to the program.
7. If a member of the Citizen Evaluation committee accepts a board appointment or becomes employed or works in a volunteer capacity by an organization submitting an application for the program, they must resign and a new member will be appointed.
8. Citizen Evaluation Committee members will be required to sign a conflict of interest form.
9. Citizen Evaluation Committee members will be trained on the objective scoring criteria.
10. Citizen Evaluation Committee will hear presentations by the applicants for the program/s as part of the application process.

11. Citizen Evaluation Committee will hold a consensus meeting after all applications have been reviewed and scored. Applicants may address the committee during a call to the public.
12. All recommendations of the Citizen Evaluation Committee are final.
13. After the award process is completed, a summary of the Citizen Evaluation Team comments will be available upon request to individual agencies to provide feedback for future applications.
14. Applications for the Maricopa Non-Profit Funding Program will be scored using the following criteria for a total point value of 1,100:
  - a. Project Description and Community Need 200 points
  - b. Goals, Objectives and Performance Measures 200 points
  - c. Strategies and Implementation Plan 200 points
  - d. Organizational Capacity 100 points
  - e. Resources, Budget and Sustainability 200 points
  - f. Coordination and Collaboration 100 points
  - g. Technical Review 100 points
15. The Mayor and City Council receive the recommendations from the Citizen Evaluation Committee and hold the final award vote.

*Non-responsive Applications:*

- A checklist will be provided with the Request for Proposals (RFP) to lend assistance to applicants. The following items must be submitted with the application prior to the deadline to be considered for funding:
  - IRS Determination Letter
  - Proof of Liability Insurance
  - Signed Offer Page and Amendment Documents
  - W-9
  - Certificate of Grant Workshop Attendance
  - Proposal and Budget
- Applications submitted after the deadline will not be accepted
- If a previously awarded organization has more than one (1) late quarterly report through a grant period, the organization will be excluded from funding consideration for the following grant cycle