

CITY OF SANDY SPRINGS NON-PROFIT PROGRAM

NON-PROFIT FUNDING POLICIES

Developed under the Authority
of the City Council by the
Department of Finance, and
approved by Ordinance No.
2006-01-06 on the 24th day of
January, 2006.

NON-PROFIT FUNDING PROGRAM

The goal of the City's Non-Profit funding program is to establish a policy for consistent response to requests for resources on behalf of non-profit organizations, including public schools in Fulton County. This policy shall provide the necessary guidance to both the City and the Non-Profits on these types of funding arrangements.

Policy

While the City of Sandy Springs has no financial responsibility to assist non-profit organizations, including public schools, with funding, services, resources, or providing labor, it is anticipated that there may be requests in the future. In an effort to ensure consistency and fairness, the following guidelines have been established:

- a. City Council will budget no more than the amount that can be accommodated from on-going operating revenues which are in excess of operating expenditures, after all contingency and fund balance reserves have been met.
- b. The City would assume no liability for any project for which the City provides funding and/or labor.
- c. The non-profit organization must tie the funding request to a service which will directly benefit the citizen's of Sandy Springs; and the non-profit shall in return perform such services as are being funded to residents by the City.
- d. Services provided to Sandy Springs residents by a non-profit organization shall be addressed in a contract between the City of Sandy Springs and the organization.
- e. As a general rule, funding for non-profit organizations serving Fulton County should be provided by the Fulton County Commission to ensure that Sandy Springs residents are not subject to double payment through their municipal and county taxes. However, City Council reserves the right to make contributions to non-profit organizations that provide services that meet the basic needs of Sandy Springs residents based upon the merit of the request. Requests for funding for non-profit organizations shall not require matching funds; however, evaluations of such funding request will be made based upon the services delivered to citizen's and the perceived need of such services. Additionally, funding requests may be prorated based upon the total annual budget of the organization and the percentage of Sandy Springs residents served by the organization in comparison to the total number of people they serve. The amount of funding provided shall be the lesser of: the amount of the total annual budget of the non-profit compared to the Sandy Springs residents served, or an amount deemed appropriate by the Mayor and City Council and available in the annual budget. The percentage of Sandy Springs residents served will be based on the total number of residents and non-residents served for the 12-month period ending with the month prior to the month in which the request is made. These funds, once identified, will be budgeted for annually, upon written request by the organization that would be subject to prorated allocation as noted above.
- f. Each request for funding/labor will be considered by the City of Sandy Springs Mayor and City Council during the annual budget process. A decision will be made at that time regarding appropriation of funding for the non-profit based upon services to be provided and the merit of the request.

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- g. Funds will be forwarded to the agency in a grant-style manner, on a reimbursement basis once the purpose has been justified.
- h. Organizations receiving funds under this policy will be required to provide reports to the government which ensure compliance with the services to be delivered, the expenditure of resources and funds, and adherence to the contract between the two parties.
- i. The City reserves the right to review, audit, and require additional documentation evidencing compliance with the funds awarded under this policy.
- j. All requests for funding must be made using the attached form. 501(c)(3) non-profit organizations should include a copy of the previous calendar year form 990. Other non-profits should attach a copy of their current fiscal year budget.

NON-PROFIT REQUEST FORM

Organization Information

Organization Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

Contact Person: _____

Title: _____

Email Address: _____

Financial Information:

Total Annual Budget: _____

Total Clients Served Annually: _____

Sandy Springs Residents Served Annually: _____

Please attach a copy of your annual budget

Funding Request Information:

Please attach a document detailing the following information:

1. Funding amount requested;
2. Funding uses;
3. Scope of services to be provided using the funds;
4. Documentation on Sandy Springs residents and constituents who will benefit from the services/program;
5. A copy of the last annual audit completed by the organization; and
6. A brief synopsis of the reporting which will be provided to the City to ensure compliance with the use of the funds.
7. 501(c)(3) Non-Profit organizations must provide a copy of the previous calendar year form 990; and
8. A listing of board/organization members.

Signed: _____

Name: _____

Position: _____

Contact Information: