

TOWN OF  
**QUEEN CREEK**  
ARIZONA

# Non-profit Funding Process

## Process Overview



# Non-profit Funding Process

- Application process to request funding.
- Application packages are mailed to non-profits on file with Town during the budget development process.



# Non-Profits who currently receive application packages

- American Legion
- Boys & Girls Club of the East Valley
- Central Christian Church
- Child Crisis Center
- Festival of Horses
- Gilbert Promotional Corporation
- Joe Gibson Memorial Foundation Run
- Kiwanis Club
- Positive Impact
- Queen Creek Chamber of Commerce
- Queen Creek Christmas Parade & Festival
- Queen Creek Performing Art Center
- Relay for Life
- San Tan Mountains PRIDE Association
- Sister Cities
- Superstition Vistas Project



# Application Requirements

- A summary of the organization, including: history, current services, list of officers and directors, current staff, service location, and future goals.
- A summary of the proposal, including: a description of the proposal; the population to which the proposal is being offered; the expected participation; the benefit to the community; the date(s) and location; the intended use of the proceeds; and any other sponsors and their contributions.
- The amount being requested, including the amount of in-kind support needed by the Town.
- Each non-profit event that receives funding is required to complete the In-Kind Service Report form after the completion of their event.



# Application Review

- The Budget Office collects applications, reviews them for completeness, and compiles them into binders to be distributed to the Town Manager, Assistant Town Manager, and Budget Committee.
- The Town Manager's recommended budget goes to the Budget Committee for review with a place holder amount for non-profit funding.



# Budget Committee Review

- Budget Committee reviews the non-profits' requests for funding.
- Specific meeting date(s) scheduled, and applicants invited to attend and answer questions.
- Budget Committee decides on a funding amount for each application. This funding is included in their budget recommendation to the Council.





# Possible Alternatives for Discussion

- Consider partners or contractors separately from the non-profit requests for funding.
  - Organizations that provide services the Town would otherwise fund.
  - Agencies the Council may want to provide for long term planning and stability.
  - Funded from departmental budgets.
    - Contracts would still be approved by Council, and would still be required to meet performance standards and provide quarterly reports.
  - Chamber of Commerce, Boys & Girls Club, others?



# Possible Alternatives for Discussion

- Designate a percentage of the budget to set aside for non-profit funding.
  - The amount of non-profit funding set aside in the FY12 budget was approximately 1.5% of the general fund revenue.
- Appoint a citizen's committee to review the non-profit requests for funding, and make a recommendation to Council.





# Possible Alternatives for Discussion

- Consider funding requests for non-profit community events separately.
  - Total amount of funding for these events set by Council.
  - Applications reviewed by Parks and Recreation Advisory Committee, the Economic Development Commission, or other committee who makes recommendations to Council.



# Other Municipalities' Non-profit Funding Examples

- Classic procurement process.
- Review by citizen's committee.
- No funding set aside in some cases.



# Next Steps

- Follow-up item from Council retreat. Depending on Council's comments, next steps would be:
  - Make amendments to the process based on Council's comments, and send the amended process to local non-profits for comments.
  - After the comment period, bring the revised process with comments back to the Council for final action on a Regular Session agenda



**Town Funding for Non-Profit Agencies**

Agency/Program	FY11/12	FY10/11	FY09/10	FY08/09
QC Performing Arts Center	\$100,000	\$106,250	\$106,250	\$125,000
East Valley Boys & Girls Club	\$ 75,000	\$81,250	\$81,250	\$62,500
Family Resource Center	\$2,400	\$2,958	\$3,400	\$4,000
AZ Adoption & Foster Care	\$2,400	\$2,500	\$3,000	-
Kiwanis Club 4 <sup>th</sup> of July	\$3,500	-		
London's Run & Ride	\$2,500	\$5,000		
Holiday Festival & Parade	\$5,000	\$5,000		
American Legion 9/11 Memorial	\$3,000	-		
QC Chamber of Commerce	\$55,000	\$55,000	\$55,000	\$50,200
Sister Cities	-	-	\$500	\$500
East Valley Partnership			\$20,000	\$20,000
<b>Total</b>	<b>\$248,800</b>	<b>\$257,958</b>	<b>\$269,400</b>	<b>\$262,200</b>



Questions?

