



## **City of Douglas Community Funding Program**

The City of Douglas is pleased to announce a community funding program (“Program”). The Program’s goal is to provide direct monetary grants to eligible entities that deliver health, human and/or quality of life services to the residents of Douglas.

### **Goal:**

Provide funding for programs offered by Community Organizations and Institutional Interests that benefit the residents of Douglas.

This goal will be accomplished by providing funding for health, human and/or quality of life services for the residents of Douglas. The funding requests recommended for approval during each grant process will fulfill the intent of the City Council.

### **Program Requirements:**

- An agency should be able to provide sufficient liability insurance for any events that utilize funding provided under the Program.
- Applicants must provide direct services that improve the health, welfare and quality of life of Douglas residents that have measurable outcomes.
- Applicants must demonstrate the ability to generate revenue from other sources for future sustainability.
- Applicants may not use funding to compensate other entities that are owned, operated, or managed in whole or in part by Applicant, Applicant’s representatives or Applicant’s family, as defined by state law.
- Request from religious organizations must be for secular human services.
- Grant funding will be provided to awarded agencies as approved by City Council.
- Grant Awardees will be required to complete quarterly reports at 3-month intervals and provide a presentation to City Council, if requested.
- Douglas City Council has the discretion to award no funding or a lesser amount of funding than requested.
- Applicants that have received previous funding must be current in their reporting requirements by submitting timely and accurate quarterly reports.
- Each budget cycle the Mayor and City Council will review available funding for this Program. The City reserves the right to continue, discontinue or reduce funding based on this determination.

### **Proposal Format:**

Please follow the prescribed format in preparing your proposal. Please number your pages consecutively throughout the proposal and do not exceed five pages. Proposals should outline the intended use of the funding and outline compliance with the Program.

Please provide proof of liability insurance with your proposal submittal and a cover page with the agency name, contact individual, address, phone number and email address.

### **Application Process:**

Applications accepted annually **through April 30 at 5:00 p.m. to the City of Douglas Finance Department at 425 E. 10<sup>th</sup> Street, Douglas, AZ 85607. Late applications may be denied at the discretion of the City Council.**

- Evaluation of each application will be completed by the Mayor and City Council.
- Recommendations for awards will be presented for discussion and action at a City Council meeting as part of the City's operation budget.

### **Evaluation Criteria:**

1. What areas of the Vision and/or Mission of the City of Douglas does your project align with? (see attached Vision/Mission map)
2. What areas does your project align with City Council Priorities? (see attached Vision/Mission map)
3. Does your project identify/address a need in the community?
4. Are direct and measurable services being provided to Douglas residents?
5. What is the budget for the program? List the amount of your request as well as other funding sources. Detail on revenues and expenditures of the program is required for each item or service purchased. (see attached budget form)
6. What are the agency's current efforts to collaborate and coordinate services?
7. Demonstrated capacity to secure other revenue sources?
8. What program successes has your agency demonstrated in the past?
9. Will the project be completed within the timeframe of the grant?
10. Does the program conflict with the stated objectives and policies of the City?
11. What is the actual value in cash, or in-kind goods or services, of the proposal in relation to the benefit of the entity or individual?

### **Use of Funding Standards:**

Before a funded entity or individual places a commercial message at an event, program, or on personal property, the City reserves the right to approve or reject the commercial messages or advertisements utilized in association with an award of funding and the content, wording, appearance or copy thereof for any reason whatsoever and shall not be liable for subsequent damages. In approving or rejecting the proposed messages or advertisements, the City will consider the following items:

1. Commentary, advocacy or promotion of issues, candidates, campaigns or organizations of a social, political, or religious nature;
2. Depiction in any form of nudity or semi-nudity, profanity, obscenity, or lewdness or characterizations which suggest, depict, or promote any such element or sexually oriented products, activities, or materials;
3. Promotion for the use or sale of firearms, explosives or other weapons, or the depiction, suggestion or glorification of violence or acts of a violent nature; and
4. Use of language or descriptive material which taken in form and context is deemed to be contrary to community standards.



Approval of a program does not relieve the entity or individual receiving the funding from also complying with all other applicable City, state and federal laws and regulations. All funding agreements must be maintained by the City Clerk as a public record.

**Approval of Funding:**

By acknowledging below, all funded entities agree that all restrictions and limitations contained herein apply to its use of funding. All funding must be used consistent with the Application and for no other purpose. All entities or individuals seeking an award of funding with the City must be reputable and must maintain a public image, products and services consistent with the values, goals, and policies of the City. These determinations shall be made within the sole discretion of the City.

**Termination and Enforcement:**

The City may terminate any funding for cause immediately. The City may terminate any funding for convenience without cause or default by providing 10 days written notice of such termination to the other party. In the event of termination by the City, the funded entity agrees to return any unused funds to the City. In the event that a funded entity misuses funding, as outlined herein, the funded entity shall pay to City the amount of any misused funds.

The City Manager shall be responsible to the Mayor and City Council for the enforcement of this Policy.

**Disclaimer:**

This funding is intended to supplement the program/projects existing budget only.

This funding mechanism provided by the City of Douglas **is not** intended for long-term sustainability of program or service.

Please sign and remit this form with your program funding proposal.

Acknowledged By:

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

# DOUGLAS VISION



## VISION FOR THE FUTURE

A community with a thriving economy, evolving and modern infrastructure, and a destination for international business where Downtown remains the Heart of Douglas, showcasing its History, Entertainment, Art, Retail and Tradition, worldwide.

### MISSION

Enhance Quality of Life and **Sustainable** Growth in our Community.



### VALUES

- Professionalism
- Respect
- Integrity
- DOUGLAS
- Excellence

### WORK ENVIRONMENT

- Collaborative
- Courteous
- Cross-Functional



### POLICY PRIORITIES

- Infrastructure
- Downtown Revitalization
- Managing Growth & Annexations
- Economy, Jobs & Amenities
- Community Facilities, Special Events & Tourism
- Streets & Roads



### GUIDING PRINCIPLE

Embracing our Heritage,  
Advancing our Future

