



## City of Eagle

### Boards & Commissions Policy for Funding Projects

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The approved method for the distribution of money to requesting individuals or entities is by the following process. The intent of this policy is to establish “a level playing field” for all qualified individuals/entities to request money from the Board/Commission.

The Board/Commission should, prior to soliciting or receiving applications, first:

1. Prioritize and/or define projects for the grant/funding cycle;
2. Establish the overall dollar amount for a program or individual grants;
3. Specify the size of individual awards and method of distribution (i.e. lump sum or multiple payments).

#### **PROCESS:**

- **Review Committee:** The Board/Commission shall form a review committee consisting of: The Board/Commission, one (1) member of the City Council, and potentially either a content expert or designated stakeholder representative who resides near the proposed project.
- **Notice:** Notify the public in the form of a press release, which shall, at a minimum, be distributed to local media and posted on the City’s website, communicating the availability of funds, application process, requirements, criteria for approval, and application deadline.
- **Requirements:**
  - (1) the application shall be completed by the requesting party and be submitted prior to any consideration by the review committee;
  - (2) the proposed project must occur in or directly relate to the City of Eagle;
  - (3) applicants must certify that they are in, and will maintain throughout the project, compliance with all Federal, State and City of Eagle laws, regulations, and ordinances;
  - (4) Preference will be given to organizations/applicants with non-profit status; proof of their non-profit status shall be required;
  - (5) the applicant must agree to submit a Final Report within 30 days after completing the project, which shall, at a minimum, provide a final accounting of expenses of awarded funds received and any revenues received, provide a written summary of the project and explain how the receipt of City funding benefited the recipient and the Eagle community, and, where applicable, a visual or digital image(s) of the project and any product(s) created.
- **Criteria for Award:** In evaluating and making decisions on any applications, the Board/Commission shall consider:
  - (1) the “merit” of the proposed project, i.e. will the project advance the quality/goals of the program, or development of the applicant or applicant’s mission in a way that benefits the community;
  - (2) the “ability” of the applicant and/or project leaders, including their personal qualifications and experience in the subject matter or with similar grants;

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(3) the “feasibility” of the proposal, does the applicant seem likely to accurately forecast and implement planning, organization and budget requirements;

(4) the “impact” of the project, will the project have a meaningful effect on an appropriate targeted audience/need in the community;

(5) will the grant be used to leverage additional funding – it is preferred that the grant funds constitute not more than 50 percent of the total project budget.

- **Award Grant:** The Review Committee shall review and allocate funds to the most qualified applicant(s), and shall create a brief written summary demonstrating compliance with this Policy, including application of the aforementioned criteria. The grant shall be for projects or activities that would provide cultural opportunities within the City that enhance the residents’ quality of life. The Board/Commission shall provide written notice to all applicants announcing its decision and conveying to each applicant the award or non-award of the funds requested.