



## City of Douglas Community Funding Program Application Form

**Revised: 04/04/2024**

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:**

- 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.
- At any time but preferably within 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.

### **Application Process:**

Applications accepted **to the City of Douglas Finance Department at 425 E. 10<sup>th</sup> Street, Douglas, AZ 85607. 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:**

The following questions may be used (but not limited to) to make a funding decision:

1. Does your project identify/address a need in the community?
2. Are direct and measurable services being provided to Douglas residents?
3. 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)
4. What are the agency's current efforts to collaborate and coordinate services?
5. Demonstrated capacity to secure other revenue sources?
6. What program successes has your agency demonstrated in the past?
7. Will the project be completed within the timeframe of the grant?
8. Does the program conflict with the stated objectives and policies of the City?
9. 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.



**Program Application**

Applicant Information: \_\_\_\_\_

Name of Requesting Agency: \_\_\_\_\_

Name of Target Group if different than Requesting Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number(s): \_\_\_\_\_

Email: \_\_\_\_\_

Person submitting this application on behalf of agency: \_\_\_\_\_

Contact information if different than above: \_\_\_\_\_

**Program Requirements/Applicant Questionnaire:**

Is this agency able to provide sufficient liability insurance for any events that utilize funding provided under the Program? YES or NO

Does your agency and target group for this funding request provide direct services that improve the health, welfare and quality of life of Douglas residents? Please explain

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If awarded, will you be able to provide measurable outcomes and impacts from the awarded funding? YES or NO. Please elaborate.

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Is your agency able to demonstrate the ability to generate revenue from other sources for future sustainability for this target group or purpose of funding? YES or NO. Please explain.

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Please outline the intended use of funding, if awarded:

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**Please provide proof of liability insurance with your proposal submittal.**

Acknowledged By:

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