



2018 PRIVATE ORGANIZATIONS

TO: LOCAL PUBLIC PURPOSE NON-PROFIT ORGANIZATIONS

FROM: City of Dunedin

SUBJECT: Process to Apply for 2018 Private Organization Funding

DEADLINE DATE: The deadline for accepting applications will be August 7, 2017.

The purpose of this correspondence is to inform you that the Dunedin City Commission will consider limited financial assistance for Private Organizations in the City's upcoming FY 2018 Budget. **In order to be eligible, organizations seeking funding must submit to the City of Dunedin, Finance Department a letter fully describing:**

- The amount of funding being requested and the reason(s) that level of funding is needed.
- The specific area(s) of community need addressed by your organization's programs.
- The specific programming for and how exactly the funding is intended to be used (e.g. personnel, operating or capital costs).
- The performance criteria that will be measured and / or reported on to gauge the resulting value to the community.
- **For those that received funding in FY 2017**, please note that documentation illustrating the degree to which the organization's FY 2017 public benefits / performance measures were achieved must be included as part of the application materials submitted.

The letter should be submitted together with all items on the attached checklist by the above submission deadline.

A sub-committee established by the City Commission will review and rank the submissions received according to: (1) the type of service provided (e.g. health/medical/public safety & welfare/cultural/recreational), (2) the perceived economic or social benefit of your organization's programs to Dunedin, (3) the nature, cause and magnitude of the financial hardships the organization is contending with and (4) the longevity and mutual benefit of any existing financial and partner relationships between your organization and the City.

If based on the final ranking, the sub-committee recommends providing funding to your organization, you will be requested to have a representative attend a Commission Work Session held on August 22, 2017 for purposes of making a brief presentation (3 minute maximum) related to your funding request, and responding to questions the Commission may have.

PLEASE NOTE THAT THE SUBMISSION OF AN APPLICATION PACKAGE ON OR BEFORE THE DEADLINE DOES NOT GUARANTEE AN ORGANIZATION WILL BE RECOMMENDED FOR FUNDING.

IN ACCORDANCE WITH FLORIDA PUBLIC RECORDS LAW, APPLICATION MATERIALS RECEIVED BY THE CITY ARE CONSIDERED PUBLIC RECORDS AND ARE SUBJECT TO DISCLOSURE.



2018 PRIVATE ORGANIZATION - APPLICATION MATERIALS CHECKLIST

PROPOSED ORGANIZATION INFORMATION	NOTES / COMMENTS
Agency Organization Chart	
Mission Statement	first time applicants
A Brief History of the Organization	first time applicants
Evidence the Organization operates from a physical location / address within or in close proximity to the City (but serves Dunedin residents).	P.O. Boxes are not an acceptable address
IRS 501(c)(3) Designation Letter	if applicable
Information on Governing Board Role, Structure, Authority and Current Membership	
List of recent major accomplishments and how these resulted in an improved quality of life for Dunedin residents	
FINANCIAL INFORMATION	NOTES / COMMENTS
Most Recent Audited Year End Financial Statements	
Current year most recent month end Financial Statements	
Current Year Revenue/Expense Budget	
Upcoming Year Proposed Revenue/Expense Budget	
PROGRAM INFORMATION	NOTES / COMMENTS
Purpose, Guidelines and Description of specific program(s) for which funding is being requested	
Information on the number of Dunedin residents served and the frequency for providing the service (daily/weekly/monthly/annually)	
For those that received funding in FY 2017 , please include documentation illustrating the degree to which the organization's stated FY 2017 public benefits / performance measures were achieved. Narrative and other support such as invoices paid are appropriate for this documentation.	if applicable