



2017 PRIVATE ORGANIZATIONS

TO: LOCAL PUBLIC PURPOSE NON-PROFIT ORGANIZATIONS
FROM: City of Dunedin
SUBJECT: Process to Apply for 2017 Private Organization Funding

DEADLINE DATE: The deadline for accepting submission packages will be July 25, 2016

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 2017 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 2016**, please note that documentation illustrating the degree to which the organization's FY 2016 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 Workshop held during the 2017 Budget Workshop on August 9th for purposes of making a brief presentation related to your funding request, and responding to questions the Commission may have.

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.



2017 PRIVATE ORGANIZATION - APPLICATION MATERIALS CHECKLIST

| 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 | |
| Program Organization Chart | if different from Agency Organization Chart |
| Job Descriptions – for all positions related to program(s) intended to use funding | |
| List of recent major accomplishments and how these resulted in an improved quality of life for Dunedin residents | |
| FINANCIAL INFORMATION | NOTES / COMMENTS |
| Past 3 Years Audited Year End Financial Statements | |
| Current year most recent month end Financial Statements | |
| 2 Years Projected Revenue and Expenses | |
| Past 2 Years Operating Budgets | |
| Current Operating Budget | |
| Upcoming Year Proposed Operating Budget | |
| Identify funding sources available in the past that are being either reduced or eliminated entirely and the cause / reason for this change. | if applicable |
| Evidence of other funding sources / grants also being sought in conjunction with this request | if applicable |
| 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) | |
| Information on other in-kind services provided by the City the program benefits from | if applicable |
| Information on prior 2 years activity relative to performance criteria (as identified in your cover letter) | |