



CITY OF ONEONTA FUNDING REQUIREMENTS

As an entity that has received funding from the City of Oneonta, in preparation of our 2021/2022 budget, we request that you supply the information listed in this document if you plan to seek continued funds. Also, we will require all entities who receive funding from the City of Oneonta to enter into an "Agreement for Funding" which is also attached to this letter for review. Any approved funding will not be disbursed until the City Administrator has received a signed agreement from your entity's president or agent.

Due to COVID-19, and ongoing infrastructure projects, the City of Oneonta's ability to fund outside organizations is limited. Therefore, we will undertake a careful review of all organizations who request funding for the 2021/2022 budget year. If you plan to submit a request for funding to the City of Oneonta please take a moment to review the following:

1. Please do not submit requests for funding that include services that the City of Oneonta provides, for example: paving, renovation of and/or installation on City property, street/directional signage, etc.;
2. Any projects that will take place on City property must be submitted to the City Administrator prior to implementation for review and approval;
3. Please make sure your request for funding falls into one or more of the following categories:
 - a. Community development and outreach projects
 - b. Inclusion and equity projects
 - c. Support and opportunities for low income residents
 - d. Quality of life and recreation
4. Please remember it is not the intention of the City of Oneonta to fund every aspect of an outside organization. While we are excited when we see entities thrive and develop community driven projects, you as an entity should show that you can fund these projects independent of city funding. An increase in projects does not equal an increase in funding;
5. Please be considerate of other organizations when setting your request amount. Unfortunately, we have a limited amount of funds to disperse amongst many very worthy organizations;



6. Incomplete requests for funding will not be considered.

In order to be considered for funding, please supply the following with your request and mail to the City of Oneonta, Attention City Administrator, 202 3rd Avenue East, Oneonta, AL 35121 or email aallcorn@cityofoneonta.us **BY JULY 1st, 2021:**

1. Letter showing the status of your organization (501(c)(3), 501(c)(6), LLC, etc.);
2. List of your organization's board of directors (if applicable) and your mission statement;
3. Detailed explanation of your organization's current activities;
4. Explanation of your organization's funding structure, including other sources of income or funding;
5. If you are currently funded by the City of Oneonta, detailed explanation of how the funds were spent over the 2020/2021 year;
6. Detailed explanation of how the requested 2021/2022 funds will be spent, including specific projects and plans;
7. If you are currently funded by the City of Oneonta, please identify any paid employees and/or paid contract employees and amounts paid for services;
8. Please identify any educational courses, services or outreach initiatives directed at this community you have hosted in the past 12 months (please do not include festivals);
9. If you are a membership based entity, please list the number of current active members and membership fees;
10. Please include in your request **an exact number** for funding;
11. All requests for funding, including the required documentation, are due by July 1st, 2021. Requests submitted after this date will not be considered.



EXAMPLE AGREEMENT FOR FUNDING *For Review Purposes Only*

This agreement made between the City of Oneonta, as a funding agency, and (your organization) as recipient of those funds is made on the _____ day of _____, 2021. In exchange and consideration for (\$0.00) the City of Oneonta agrees to fund (your organization) in exchange for the funds being utilized to complete one or more of the following identified areas of focus within this community:

- a. *Community development and outreach projects*
- b. *Inclusion and equity projects*
- c. *Support and opportunities for low income residents*
- d. *Quality of life and recreation*

(Your organization) agrees to use the funds solely for the purpose defined below that has previously been identified by (your organization) and approved by the City of Oneonta.

Purpose and scope of funds:

This space will identify the agreed to purpose for which any funds supplied by the City of Oneonta will be used.

Disbursement of funds:

Funds will be distributed after the City of Oneonta has approved your request and received this signed document. Within 30 days, the City will issue a check to your organization for the agreed amount.

Misuse of funds:

If at any point the City of Oneonta becomes aware that funds have been used or applied in violation of this agreement, the City will require your organization to refund any and all funds misused and your organization will be disqualified from any further funding opportunities.



Miscellaneous:

(Your organization) agrees to support and promote the vision, aesthetic, marketing and plans of the City of Oneonta and will not use these funds to interfere with that vision, aesthetic, marketing or plans in any way; and (your organization) will not engage in any activity that would be deemed inappropriate or contrary to the best interest of the City of Oneonta.

(Your organization) agrees to support and promote events scheduled by the City of Oneonta, including but not limited to festivals, street fairs, promotional events, marketing events and materials, seminars, workshops and the like.

(Your organization) agrees to work with the City of Oneonta to further its vision, aesthetic, marketing and plans, which may include working with other local and/or state organizations for a common goal.

(Your organization) agrees to appear before the City Council when requested and supply any and all financial/business records when requested.

(Your organization) agrees that they will not undergo any renovations, removal or additions to any property owned by the City of Oneonta without gaining written permission before and supplying a detailed schematic of any and all renovations, removal or additions that will take place on city property.

If your organization closes, dissolves or for any reason is no longer in existence or **operating within the city limits**, you will immediately refund any and all unused funds to the City of Oneonta.

Mayor

City Administrator

Organization Representative