

CITY OF SISTERS	
POLICY: COMMUNITY GRANT CRITERIA	NUMBER: CMO 102
EFFECTIVE DATE: 04/11/2018	APPROVAL: CITY COUNCIL

I. POLICY: It is the policy of the City of Sisters to provide assistance to non-profits and for profit entities and organizations, who serve the Sisters community.

Community entities and organizations that serve the Sisters community, but are not designated non-profits, will need to meet at least one of the following criteria to be eligible for a grant:

- Provides assistance for essential utilities, food, medical needs, clothing or shelter.
- Provides educational or recreational opportunities for children or seniors.
- Generates/supports economic activity in Sisters.

In evaluating requests from non-profits and for-profit entities and organizations the City will consider the following:

- The requesting organization's history of success.
- The organizational and financial stability of the requesting organization.
- The number and types of community members served by the request.
- The ability to measure and track the effectiveness of the project or service.
- Community grant funds will not be used for travel, budget deficits or for routine operating expenses.

II. PURPOSE: To set forth the procedures, terms and conditions under which the City will consider making grant awards to community entities & organizations as budgeted funds allow.

III. PROCEDURES:

City of Sisters

- ❖ In reviewing the annual budget, the City Budget Committee will set an amount targeted for community assistance grants.
- ❖ Publish an announcement in the Nugget Newspaper announcing the City will be accepting Community Grant applications. The announcement will continue to run until the application due date.
- ❖ Collect date stamped applications until the deadline.
- ❖ Create a spreadsheet of all the community grant requests received.

- ❖ Schedule a workshop for the City Council to discuss and determine who the grant recipients will be and the dollar amount of the grant. The City Council approves the grant recipients and amounts at a regular meeting.
- ❖ The City Council approves the City Budget. The grant award is contingent on the Council's approval of the budget and appropriation of funds for community grants for the upcoming fiscal year.
- ❖ Send a letter to entities confirming grant amount received.
- ❖ Send a letter of regret to entities that were not chosen to receive grants.

Community Grant Applicant

- ❖ Submit a Community Grant application prior to the deadline along with a letter supporting the request. The letter should include how the funds will be used, including the benefit to citizens, number and types (children, seniors etc.) of community members served, positive impacts to the community and any other information relevant to the request.
- ❖ Provide a letter to the City of Sisters upon completion of the project/or fiscal year end detailing how the funds were used.