

City of Johnson City
Outside Agency Funding Application
Fiscal Year: _____



If you have any questions or to submit your application, please contact:

City of Johnson City
Attention: Whitney Walston, City Secretary
P.O. Box 369, Johnson City, TX 78636
wwalston@johnsoncitytx.org

Funding Criteria

I. Outside Agency Funding

In order to issue funding by donation, the City Council must legally find that the expenditure of tax dollars or use of City resources serves a public purpose (i.e. for the good of the community and the citizens of the City). An award of funding by the City is an implied legal finding that the funding expenditure or use of City resources meets the “public purpose” legal standard for a donation. Issuance of funding does not constitute, implied or otherwise, City sponsorship. Funding provided for a service, activity, and/or event shall be in accordance with all State and local regulations regarding the proper use of general revenues.

II. Types of Assistance

The City provides two types of funding:

- a) Financial. This is direct, advanced funding from the City’s general revenue or other funds and issued as a donation.
- b) Nonfinancial. This is non-cash, in-kind use of City resources and/or assets, such as fee waivers, posting on the City’s website, a calendar of events listing, or use of the City’s visitor information services.

The intention of this donation funding policy is to attract services, activities, and/or events that are or will become financially self-supporting and not require annual funding assistance. Nonetheless, the City Council may fund outside entities that provide core services, activities, and/or events for the citizens of Johnson City. Services, activities, and/or events are defined as:

- a) something promoted, designed, and managed by private and/or non-profit entities for public attendance or participation; and
- b) is, in whole or in part, directly beneficial to the City of Johnson City and its residents and/or business owners.

III. Evaluation

Applications are evaluated using the following criteria:

- Number of citizens served by the entity;
- Other quantitative data demonstrating an essential service, activity, and/or event is provided to the citizenry;
- Type of service, activity, and/or event provided and whether other entities in the community provide the same;
- Availability of other funding sources for the entity; and
- Demonstrated ability to adhere to the guidelines outlined in this Policy.

The amount of funding received by each entity is based on City Council discretion and availability of funds.

IV. Reporting Requirements

All entities shall have a standardized process for application, review, monitoring, and reporting. Entities receiving funding from the City are required to provide to the City biennial performance data showing compliance with the stated goals and services, activities, and/or events in their application.

Required reporting dates:

- June 31st of each year; and
- December 31st of each year.

The City, at its discretion, may require an examination of any entity's financial records.

V. Additional Compliance Required

Required Permits for an Event

Prior to receiving funding, an organizer must apply for and receive an event permit from the City. An application for an event permit may be submitted at the same time as the request for funding.

An organizer is responsible for securing and maintaining at his expense all other licenses, permits, and other State or Federal authorizations necessary for the event. Copies of these documents shall be submitted to the City along with the application for funding.

Compliance with Laws and Public Safety Criteria

By applying, an organizer is agreeing to comply with all laws, regulations, and ordinances applicable to the service, activity, and/or event and to meet the public safety criteria for police, security, fire protection, and emergency medical services.

Sanitation and Clean-Up

By applying, an organizer is agreeing to be responsible for sanitation and clean-up during and after the service, activity, and/or event. If applicable, the organizer shall coordinate with the City for toilet facilities, if used for the event, and trash containers and trash disposal. Costs shall be at the organizer's expense, unless the service is provided by the City as an in-kind donation. Recycling is encouraged.

Vendors, Exhibitors and Sponsors

If applicable, the City reserves the right to approve, decline, or dismiss a vendor, exhibitor, or sponsor listed on an application and whose conduct, merchandise, services, displays, advertising, promotional materials and/or services, activities, and/or events may be inconsistent with the policies, goals or legal decency standards of the City.

Temporary Signage

If applicable, content for temporary signage must be submitted with an application for approval. The City is not responsible for damage to temporary signage caused by wind, vandalism or other sources.

Advertising and Promotion; City Logo

If applicable, advertising and promotional materials, including, but not limited to, internet, radio, television, flyers, brochures, and newspaper ads, must include the City's logo.

Conduct

By applying, an organizer is agreeing to be responsible for the behavior of all spectators, visitors, guests, participants, or invitees to the service, activity, and/or event. Improper conduct or the inability to control conduct may result in the loss of current and/or future funding for the service, activity, and/or event.

Insurance and Indemnification

By applying, an organizer is agreeing to obtain and maintain at his expense general and public liability insurance during the service, activity, and/or event. An applicant shall submit to the City a certificate of insurance prior to the service, activity, and/or event.

Comprehensive liability insurance shall be obtained from an approved insurance carrier in the amount of at least \$1 million per occurrence for personal injury, bodily injury, and property damage. Organizers must indemnify, and hold the City, their officers, directors, elected officials, agents, representatives, employees and volunteers harmless from and against any and all claims, suits, expenses, damages or other liabilities, including reasonable attorney fees and court costs, arising out of bodily injury or property damages resulting from or in connection with the event. The City shall be named as an additional insured. The certificate shall state that the City shall be given 14-day advance notice of any modification or cancellation of the policy.

Cancellation

In the event of cancellation of the service, activity, and/or event,

- a) all funding issued in advance to the organizer shall be repaid to the City;
- b) no funding shall issue; and
- c) the organizer shall be responsible for all expenses incurred up to the time of cancellation.

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Outside Agency Funding Application
Fiscal Year: _____

Please complete all applicable information:

Organization: _____

Date: _____ / _____ / _____

Contact Person: _____

Mailing Address: _____

Street Address: _____

Email: _____

Phone No.: (____) ____ - _____

Mobile No.: (____) ____ - _____

Mobile No.: (____) ____ - _____

Organization Fiscal Year: _____

Date(s) and Time(s) of Event (if applicable):

____/____/____ to ____/____/____ ____ a.m. / p.m. to ____ a.m. / p.m.

Event Location (if applicable): _____

Estimated Attendance (if applicable) _____

Please attach the following to your application (if applicable):

- Proposed activity or project budget
- Advertising and promotion plan, including promotion materials
- Security and safety plan
- Copies of permits, licenses, or other Federal, State, or Local authorizations required for the event
- Event layout
- Planned services, activities, and/or events and/or services

Amount of Funding Request: \$ _____

Other funding sources?: Yes No

If yes, please describe:

Request description and narrative (attach add'l sheets if necessary):

Has your organization received outside agency funding from the City before? Yes No

If yes, how was the money spent? (attach addit'l sheets if necessary):

Agency Certification

I certify that all information reported in this application and attached is true, accurate, and complete to the best of my belief and knowledge. I certify that I am authorized to complete and submit this application on behalf of _____(agency) and have been designated as such by its Board of Directors and/or governing body. I will provide written notice of any changes or additions to this information. I understand the agency may need to provide additional information during the application process.

Applicant Acknowledgment and Agreement

In the event of City approval of Applicant's donation request, Applicant, by his signature below, acknowledges the above terms and conditions and agrees to perform in accordance with these terms and conditions.

Date: ____/____/____

Signature: _____

Printed Name: _____

Title: _____

Packets should be directed to:

City of Johnson City
Attention: Whitney Walston, Deputy City Secretary
P.O. Box 369
Johnson City, TX 78636
wwalston@johnsoncitytx.org