

§ 2-14-1 REQUESTS FOR NON-PROFIT FUNDING.

(A) *Required documentation.* Any non-profit agency submitting a request for an allocation or grant of city funds shall submit to the city specific documentation including, but not limited to, the following:

1. A copy of the agency's most recent audit report;
2. a certified copy of the agency's most recent financial statement;
3. detailed expenditure statements in order to provide a detailed accounting of all funds previously received from the city;
4. complete information on the source and amount of funding received from all other sources such as non-governmental agencies;
5. membership fees and dues, and private contributions;
6. client service information as it applies to residents of the city;
7. proof of non-profit status as determined by the Internal Revenue Service;
8. proof of corporate status to include copies of by-laws and articles of incorporation;
9. the source and amount of funding received from other governmental agencies;
10. the names and addresses of current board members;
11. and any other documentation as may be deemed necessary by the city.

(B) *Reporting requirements.* Any non-profit agency receiving an allocation or grant of city funds shall be required to submit to the city, on a quarterly basis, a detailed accounting of the expenditure of city funds for the previous quarter, a written report outlining the agency's performance and accomplishments within the scope of work outlined in their contractual agreement with the city, and any other documentation as may be deemed necessary by the city in order to determine the agency's compliance with the provisions of the contract.

(C) *Contract required; procedure for distribution of funds.*

(1) All city funds allocated or granted to any non-profit agency shall be by means of a written contract based upon services to be provided to or work to be performed on behalf of the city and its residents in compliance with the provisions of Arizona Revised Statutes regarding the use of public funds.

(2) All city funds allocated or granted under the provisions of this section shall be released in equal quarterly installments or quarterly payments based upon a schedule of anticipated expenses which has been approved by the Mayor and Council. No subsequent quarterly allocation or grant shall be released until such time that the receiving agency has provided all of the required documentation for the previous quarter and has provided satisfactory evidence of compliance with the scope of work stipulated in their contract with the city.

(D) *Submittal of requests for funding.* All funding requests submitted by non-profit agencies for the allocation or grant of city funds shall be submitted to the City Clerk's office during the month of January of each year. Requests so submitted shall not be subject to city funding unless approved by the Council and only following adoption of a final budget for the subsequent fiscal year.

(Ord. 659, passed 11-3-1998)

§ 2-14-2 REQUESTS FOR FINANCIAL ASSISTANCE.

All requests for financial assistance shall comply with the following stipulations and conditions:

(A) All requests shall be filed by or on behalf of a valid, non-profit organization as qualified by the Internal Revenue Service and as registered with the Arizona Secretary of State, Arizona Corporation Commission or other appropriate state office. The registration shall be current and documentation of such status and registration shall be provided at the time of the request. This article shall not apply to governmental or quasi-governmental jurisdictions;

(B) All requests shall be submitted to the City Clerk during the month of January of each year in order to be eligible for consideration in conjunction with the subsequent fiscal year budget;

(C) All requests received in accordance with division (B) above shall be referred to the appropriate city board or commission for purposes of review and recommendation to the Council; and

(D) In those instances where a request is due to catastrophic circumstances or when the public health, safety and welfare is at risk, the requirements of this article may be waived by action of the Council. It is preferable, however, even in such instances, for the request to receive a review and recommendation from the appropriate city board or commission.

(Prior Code, Art. 2-14)