

Title 3 - REVENUE AND FINANCE
Chapter 3.20 Nonprofit Appropriations

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3.20.010 Purpose.

The purpose of this Chapter is to provide for the manner in which nonprofit organizations may apply to the Town to receive a charitable appropriation from the Town. The appropriation of money to nonprofit organizations is within the sole discretion of the Town Council, and shall not be deemed an entitlement by any organization regardless of eligibility, need, public purpose or availability of funds.

3.20.020 Funding.

- A. Nonprofit appropriations shall be funded by monies from the PS Miller Trust Fund. The amount available for the Town's nonprofit appropriations shall be determined annually by the Town Council. Funding for services provided to the Town by any eligible nonprofit organization pursuant to written contract shall be excluded from the provisions of this Chapter.
- B. Town Council-approved appropriations will be distributed upon receipt of invoice as follows:

<i>Appropriation Amount</i>	<i>Distribution</i>
\$0—\$10,000	Full payment in January
\$10,001—\$20,000	Equal semi-annual payments (Jan./Jul.)
More than \$20,000	Equal quarterly payments (Jan./Apr./Jul./Oct.)

The above schedule may be revised at the discretion of the Town Council.

3.20.030 Eligibility.

The Town Council may consider appropriating money to nonprofit organizations that provide a significant benefit to Town residents and that meet the following criteria:

- A. Organizations currently approved and operating, for a minimum of one (1) year, pursuant to Section 501(c)(3) or Section 501(c)(19) of the Internal Revenue Code of 1986, as amended, including relevant regulations, temporary regulations and proposed regulations or a collaboration of agencies and/or businesses where the lead organization is currently approved and operating, for a minimum of one (1) year, pursuant to Section 501(c)(3) or Section 501(c)(19) of the Internal Revenue Code of 1986, as amended, including relevant regulations, temporary regulations and proposed regulations;
- B. Organizations which support or benefit a broad spectrum of the Town's residents, excluding support to narrow-range or limited-purpose programs, such as school or club activities, political activity groups, etc. Preference may be shown to nonprofit organizations which serve low-income residents of the Town and those which show a collaborative effort; and
- C. Organizations whose use of requested funds will primarily serve Town residents.

(Ord. 2008-36 §1, 2008; Ord. 2007-21 §1, 2007; Ord. 97-19 §1(part), 1997; Ord. 95-47 §1(part), 1995)

3.20.040 Application.

An eligible organization shall provide to the Assistant Town Manager or designee, on or before August 1 of each year, an original application, plus ten (10) copies, which shall include the following information:

- A. Name of the organization.
- B. Purpose of the organization.
- C. Proof of nonprofit status.
- D. Detailed summary stating the purpose of the program to be funded by the requested funds, its goals and objectives of the upcoming program year and how the requested funds would be utilized to accomplish such goals and objectives.
- E. Amount of appropriation requested. If funds are to be used for an area larger than Castle Rock, the applicant shall break down the total number of people within Castle Rock to be served.
- F. Current year financial statements, including budget and year-to-date actuals.
- G. Next year's budget, including revenues and expenditures. The applicant shall indicate whether the budget is preliminary or final, and board-approved. The applicant shall provide a breakdown of revenues and funding by source and a summary of expenditures detailing the percentage relation between anticipated administrative costs and program expenses.
- H. Latest fiscal year's audited financial statements and management letter.
- I. All continuing programs must submit a detailed summary of use of prior appropriation and its relation to attainment of previously stated goals and objectives.
- J. The applicant's statement supporting Town appropriation of funds for requested purpose.

(Ord. 2006-26 §9, 2006; Ord. 97-19 §1(part), 1997; Ord. 95-47 §1(part), 1995)

3.20.050 Hearing.

The Town Council shall establish policies and procedures for applications and consideration of nonprofit agency funding requests.

3.20.060 Supersession.

This Chapter shall supersede any conflicting state statutory provisions.