

## Legislation Text

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**File #: 2538, Version: 1**

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**CC MEETING: April 5, 2016**

**DATE:** March 7, 2016

**TO:** Leonard Martin, City Manager

**FROM:** Bob Scott, Assistant City Manager

Discuss **Community Service Funding Process.**

**BACKGROUND:**

As part of the annual budget process, City Council considers requests from community service entities for contract services funding. During the FY 16 budget process, Council requested that the process be reviewed for changes before the start of the FY 17 budget process.

The current community service funding process is as follows:

- In May, staff sends out applications to all entities that requested funds in the prior year (whether or not they were funded) and any additional entities that have contacted us during the year.
- The applications includes:
  - Whether the entity provides services to all Carrollton residents (regardless of county/ISD boundaries)
  - Financial information
  - In-kind services provided from the City
  - Number of Carrollton residents served
  - Services provided
- Applications are due back in June. In addition to the application, the entities provide supporting documentation, i.e. marketing materials, financial statements, IRS tax determination letters.
- In August, a summary of all requested funding and copies of the applications are set to Council Members and a work session is scheduled to determine budgeted funding levels.

**STAFF RECOMMENDATION/ACTION DESIRED:**

Deliberate on any desired changes to Community Service funding process.