

**CITY OF LANSING**

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**WORK SESSION AGENDA**

April 25, 2019  
Thursday  
7:00 p.m.  
Lansing City Hall

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**Call To Order:**

- I. Budget Overview and Updated Non-Profit Organization Funding Policy



**Adjournment**



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# WORKSESSION ITEM

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TO: Tim Vandall, City Administrator   
FROM: Elizabeth Sanford, Finance Director   
DATE: April 22, 2019  
SUBJECT: Budget Overview and updated Non-Profit Organization Funding Policy

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The Finance Director will present an overview of the budget process and the updated Non-Profit Organization Funding Policy. The policy is attached.

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**WORKSESSION ITEM #**

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## *Non-Profit Organization Funding Policy*

### **I. PURPOSE**

The goal of the City's Non-Profit funding program is to establish a policy for requests for resources on behalf of non-profit organizations. This policy shall provide the necessary guidance to both the City and the non-profits on these types of funding arrangements

### **II. POLICY**

While the City of Lansing has no financial responsibility to assist non-profit organizations with funding, services, or resources, it is anticipated that there may be requests in the future. To ensure consistency and fairness, the following guidelines have been established:

- a. The City will budget no more than \$5,000 annually for non-profit requests.
- b. The City would assume no liability for any project for which the City provides funding.
- c. The non-profit organization must tie the funding request to a service which will directly benefit the citizens of Lansing; and the non-profit shall in return perform such services as are being funded to residents by the City.
- d. As a rule, funding for non-profit organizations serving Leavenworth County should be provided by Leavenworth County to ensure that Lansing residents are not subject to double payment through their municipal and county taxes. However, City Council reserves the right to make contributions to non-profit organizations that provide services that meet the basic needs of Lansing residents based upon the merit of the request. Requests for funding for non-profit organizations shall not require matching funds. Evaluations of such funding requests will be made based upon the services delivered to citizens and the perceived need of such services. The amount of funding shall not exceed \$5,000. These funds, once identified, will be budgeted for the proposed budget year only, and no guarantees of future year funding is implied or assured.
- f. Each request for funding/labor will be considered by the Mayor and City Council during the annual budget process. A decision will be made at that time regarding appropriation of funding for the non-profit based upon services to be provided and the merit of the request.
- g. Funds will be forwarded to the agency in a grant-style manner, on a reimbursement basis once the purpose has been justified.
- h. Organizations receiving funds under this policy will be required to provide reports to the government which ensure compliance with the services to be delivered. The City reserves the right to review, audit, and require additional documentation evidencing compliance with the funds awarded under this policy.
- i. All requests for funding must be made using the attached form (Non-Profit Request Form). 501(c)(3) non-profit organizations should include a copy of the previous calendar year form 990. Other nonprofits should attach a copy of their current fiscal year budget.

### **III. RESPONSIBILITY FOR POLICY**

The Finance Director is responsible for compiling all Non-Profit Funding Requests. The City Council is responsible for evaluating the appropriateness of each Non-Profit Funding Request and providing direction to the City Administrator of funding approvals.

**END OF POLICY STATEMENT**  
*(See attached Non-Profit Request Form)*

## NON-PROFIT REQUEST FORM

### 1) Organization Information:

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Service/Program(s) for which funds are requested:  
\_\_\_\_\_

### 2) Financial Summary (budget for fiscal year of funds being requested):

BUDGETED EXPENDITURES:		BUDGETED REVENUES:		% of Total Revenues
Total Annual Budget:	\$	Donations/In-Kind	\$	%
(Less) Non-Recurring Capital Expenditures included in Budget:	\$	Federal Funding	\$	%
		State Funding	\$	%
		Service/Program Fees	\$	%
		City of Lansing Funding Request	\$	%
= NET OPERATING BUDGET	\$	= TOTAL REVENUES	\$	100 %

### 3) Client Service Summary (Based on prior year actual):

- Total *Individual* Clients Served Annually: \_\_\_\_\_  
(Individual, distinct clients - do NOT count repeat services/visits)
- Total *Cumulative* Clients Served Annually: \_\_\_\_\_  
(Based on total provision of services, includes "repeating" individuals)
- Individual *Lansing* Residents Served Annually: \_\_\_\_\_
- Percent of Lansing (#3) to Total Individual Clients Served (#1): \_\_\_\_\_ %

(Supporting documentation on Lansing residents who will benefit from the services/program must be included with the funding request application. See Section 5.c.)

**4) Please attach documents detailing the following information:**

- a. Funding amount requested;
- b. Funding uses and scope of services to be provided using the funds;
- c. Supporting documentation on Lansing residents who will benefit from the services/program;
- d. A brief synopsis of the reporting which will be provided to the City to ensure compliance with the use of the funds;
- e. A copy of the organizations annual budget;
- f. 501(c)(3) Non-Profit organizations must provide a copy of the previous calendar year form 990; other organizations must submit the previous calendar year's Income Statement and Balance Sheet; or a copy of the last annual audit completed by the organization
- g. A listing of board/organization members.

**5) Authority for Funding Request:**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

***NOTE: Incomplete Funding Request submissions, or submissions that appear to have inaccuracies, will be considered ineligible for consideration of funding by the City of Lansing.***