



CITY OF DESTIN, FLORIDA MONETARY ASSISTANCE GUIDELINES

The City of Destin has contributed monetarily in the past to a wide scope of organizations from the local area who have formally requested assistance. In the year 2004, Destin is rapidly growing and with this development the number of social and cultural organizations has also flourished. Consequently, the number of requests for monetary assistance has increased. Therefore, the City Council has adopted guidelines in order for local **non-profit organizations** to compete for requested, though limited, funding.

The Community Services/Recreation Committee, (“the Committee”) whose members are appointed by the City Council, has been charged with evaluating and recommending funding based on those guidelines.

The framework described herein is intended to provide for a fair consideration of each organization’s request and to expedite decisions for allocating limited budget dollars.

FUNDING CATEGORIES

For the purpose of this funding process, applying non-profit organizations must meet the criteria of one of the funding categories listed below. Due to the 1st Amendment of the United States Constitution request for religious affiliations will not be considered.

Cultural, Recreational and Environmental: Organizations that are associated with artistic, historic, or museum endeavors. Recreational and environmental benefits are also considered in this grouping.

Economic: Organizations that provide economic influence to the local area.

Human Services: Organizations that provide basic human services to our community.

Youth*: Those organizations that enhance the development of Destin youth. Youth organization is characterized as any group that has participants 18 years old and under.

*All youth organizations must contribute 4 volunteer hours for every \$100.00 that is awarded. These volunteer hours will serve prior to releasing the awarded funds. These volunteer hours will be served to the City of Destin in some capacity in one or more of the following areas: work detail at city facilities, parks, and beach accesses; assisting at the Destin Library, the Community Center or the Morgan Sports Center. The sponsor of the youth’s organization **will supervise all volunteer hours**, attest to the number of hours worked and completion of work. All volunteer hours must be documented, signed by the sponsor, and submitted to the City. All volunteer paperwork will be distributed by the Recreation Manager once funding has been approved by City Council.

CRITERIA FOR FUNDING DECISIONS

Annual Press Releases will be sent out at the beginning of the City's Fiscal year, addressing the Monetary Assistance Guidelines. Eligibility and Funding Criteria: To be considered for City funding, applications must meet the following requirements:

1. Applications will be reviewed two **times a year** and must be received by deadline:
 - 1st Funding Period- Last Wednesday in January
 - 2nd Funding Period-Last Wednesday in June

The City has allocated a total of \$20,000 designated for contributions beginning with Fiscal Year 2007. The amount of the annual contribution pooled fund may be increased or decreased in future years based on budget considerations at that time. \$15,000.00 of the City's donations, if any, will be expended in the first period of each fiscal year. Organizations are strongly encouraged to plan ahead for their operational and special needs in upcoming years and to submit any requests for City funding appropriately.

2. City of Destin and/or Okaloosa County residents are recipients of the services.
3. Proposed services do not duplicate functions already performed by state, county, or City government.
4. The City of Destin does not discriminate based upon race, color, religion, gender, age, national origin, marital status, sexual orientation, or physical or mental disability of an organization or its participants.
5. The organization receiving the funding must be located within Okaloosa County.
6. A large percentage of the funding must be for the benefit of Destin Residents.

APPLICATION PROCEDURES

Applications are available through the City Clerk's office or through the City's website, www.cityofdestin.com.

1. The original application and ten (10) copies, 3-hole punched, must be submitted to the City Clerk located at 4200 Two Trees Road, Destin, Florida by 5:00 PM as defined above. No applications or additional information will be accepted after that time. Please allow sufficient time for mail delivery and processing. Incomplete applications will not be considered. Only one request, per fiscal year funding cycle is permitted from any group or organization.
2. Within the following month of the deadline for submission, the Committee shall meet to review the applications. Each organization must be prepared to give a five-minute presentation if needed at the discretion of the Committee. The contact person listed on the application will be notified of the meeting date and time and must be prepared to present at that time.

The Committee will have their recommendations settled at the conclusion of their meeting. If at that time, the Committee is undecided or has not finalized their recommendations they may reconvene at any time prior to the deadline for submission of agenda items for the next scheduled Council meeting. **The Committee may fully or partially recommend funding the organization's request.**

APPLICATION PROCEDURES (continued)

3. Recommendations are submitted to the City Council at the next regularly scheduled Council Meeting. Council Meetings are the 1st Monday and 3rd Monday of each month.
4. City Council will determine funding approval (or not) based on the recommendations.
5. If approved by Council, the Finance Department will issue payment in the approved amount in accordance with the City's Billing and Invoice Procedures. Please allow 4-6 weeks from the approval date for disbursement of City funds.
6. Youth organizations which have been approved for assistance must fulfill their volunteer hours as previously described herein. The volunteer assignment will be determined by the Recreation Manager, liaison to the Community Services/Recreation Committee.

Following Council's approval for funding, the Recreation Manager will ensure all volunteer paperwork is provided to the sponsor. All volunteer work shall be completed with verification by the organization's sponsor by the following period application deadline and submitted to the Recreation Manager who will then review paperwork and verify that all volunteer work is complete. **If it is determined that the Youth organization has not fulfilled their volunteer work obligation they will be ineligible for future funding.**