



Youth Mini-Grant Funding Policy

Purpose

This policy is established in effort to provide fair and equitable grant funding to charitable and nonprofit organizations in the city of Ypsilanti and to provide procedures to apply for and receive funding of non-profit/charitable groups, events, services, and programs that benefit residents in the City of Ypsilanti.

Organizational Grant Policy

Each organization receiving a grant will provide a benefit to the youth of the City of Ypsilanti.

Grants to cover operational needs are funded directly from the general fund (101).

It is important to limit the use of the general fund as it is the primary source of revenue for all City operations, including public safety. An amount not to exceed \$10,000 in total will be considered available to provide support for grant requests and other similar budget allocations for organizational support.

The following guidelines will ensure that a uniform process is followed in the appropriation of city General Funds for requests that are annually submitted to the city.

Definitions

"Financial assistance" shall mean any municipal grant encompassing all forms of direct cash payments for eligible activities.

"Non-profit organization" shall mean any non-profit/charitable organization recognized as a tax-exempt IRS approved 501.C.3/4 and/or recognized as a legally tax-exempt organization under Michigan law.

Conditions for Non-Profit Support Consideration & Approval

The City Council Grant Evaluation Committee will review applications for municipal nonprofit support after considering the following eligibility criteria. The application window will be open from July 1st and close on September 30th. The following are the conditions for filing non-profit eligibility:

- a. A not-for-profit organization that meets the definition of "non-profit" as defined in this policy.
- b. Provides a recreation, cultural or community service to a significant proportion of city residents that the city does not otherwise provide.
- c. Has demonstrated revenue-generating capability for program or the organization can demonstrate that it has exhausted all other potential avenues of funding for the service or event.
- d. Organizations demonstrate collaboration and cooperation with other local organizations in the sharing of resources.
- e. Organizations that receive any funding are required to acknowledge the support of the municipality using the municipal, website and tag line on any promotion material for the event, service, activity, etc. The plan for the use of the municipal logo, website and tag line will be submitted as part of the event application.
- f. Activities must be limited to youth (age 14-24)

City Council Approval - Application Conditions

The following are those conditions which qualify for a Youth Mini-Grant and will require the submission of the formal application.

- a. Start-up funds for a new program or service.
 - Start-up funds may be provided, on a ONE-TIME basis only, to assist in the initial costs for providing the community with a new community program or service.
- b. Grant sponsorship funds for established community programs and services.
- c. Direct cash funding support for organizations that provide a service or engage in a community betterment activity in partnership with the city.

City Council Waiver Required - Not Eligible for Financial Assistance

The following will not be eligible for financial assistance:

I. Types of Organizations / Individuals

- a. Social assistance services that are provided by other government agencies.
- b. For-profit organizations
- c. Organizations with political affiliations
- d. Organizations serving as funding sources for others, e.g. service clubs.
- e. Faith organizations where services/activities include the promotion and/or required adherence to a faith.
- f. Organizations receiving greater than 50% funding from senior levels of government.
- g. Political candidates.
- h. Large programs that may require years to complete.
- i. Operating costs associated with keeping the organization running.
- j. If an organization has received funding the previous year.

II. Types of Requests

- k. Travel expenses for members of an organization.
- l. Individuals
- m. Programs with legislated mandates of other governments.
- n. Costs for major capital equipment/renovations and financing of deficits.
- o. Any funding requests from organizations that do not submit the required reporting information for a previous year's grant in accordance with Conditions of this policy.
- p. Incorporation costs or Director's Liability insurance costs.
- q. Under any one of the following conditions: The event involves fund raising supports with no general public purpose; will not be accessible to the general public; benefits the organization only as a fund-raiser; or provides a benefit limited to the participants, clients or membership of the organization.

Funding Limits

General Fund: Any organization or event in any one fiscal year will be capped at a cash request of \$5,000. Council has the authority to increase the maximum funding limits of this section on a case-by-case basis.

Budget Cycle

The city will open the application process for the budget cycle on July 1st of each year and all applications must be received no later than September 30th.

Application Process and Conditions – Applications are to be submitted on the city's website cityofypsilanti.com

Prior to considering any request for funding the City of Ypsilanti shall require the following from the organization:

- A completed Non-Profit Funding Application form detailing the requested funding support from the city.
- Evidence that the organization is recognized as a nonprofit charitable or civic organization.
- Financial statements which shall include any income and expense statement and a balance sheet (if one is available) from the previous event or fiscal year.
- Information pertaining to the evaluation criteria.
- The applicant will provide one copy of the application form and any supporting documents to the city. An electronic copy is acceptable.
 - The city reserves the right to request supplementary information in support of the application.
 - Applications shall be received by the city no later than September 30th of each calendar year
 - If the above information is not submitted by the deadline, applications will be returned and not considered by Council
 - Filing an application does not necessarily guarantee the awarding of any funding to the applicant
 - Previous year's funding allocations will not be considered, and each application will be reviewed on its own merit
- The city reserves the right to deny or approve any/all requests. **There is no method for appealing a denial.**

Application Review Criteria

City Council Review Committee will review all non-profit applications and recommend approval and award amounts to the City Council. Applications will be scored by the commission on the following criteria:

Program Description - Write a detailed summary of what your organization does and about your requested use for proposed funds.

Uniqueness of service - This will ensure that services aren't continually duplicated across various applying non-profits. The fewer applying non-profits that provide your service, the higher your score. Also, included in this section is prior awards of this grant to the organization.

Contribution to Citizens - How effective and active your organization is in the citizens' lives and welfare. The more involved and responsible your nonprofit, the higher the score.

Number of Participants - How many citizens participate in and benefit from your services and how many total participants and Citizens from Ypsilanti will specifically benefit from the funds you've requested from the City.

Award Announcements, Disbursement Agreement, and Reporting:

All organizations that submit a qualified Mini Grant application will receive an email notification on the final action.

Recipients of a Mini Grant will be required to provide a final report to the City Council about how the Mini Grant funds were used. Recipients who do not submit a final report may be responsible for returning the grant funds to the City and will be ineligible for applying for Mini Grant funds in the future.

- The report will include a summary on how the funds were used and copies of receipts if available.

In the event the program, service, or event for which a Mini Grant has been provided does not occur, the recipient must return the funds to the city.

Nondiscrimination Policy:

The City of Ypsilanti does not discriminate against any of the protected classes as defined in Chapter 58 of the City Code. Applicants for a Mini Grant must hold similar standards in their provisions.