

1 **..Title**

2 **City Grants to Non-Profit Organizations** – For the purpose of revising City standards
3 for making operating and/or capital grants to non-profit organizations and the
4 Community Grant Program; and the reporting process for recipients of operating and/or
5 capital Community Grant Program grants.

6 **..Body**

7 **CITY COUNCIL OF THE**
8 **City of Annapolis**

9
10 **Ordinance XX-15**

11
12 **Introduced by: Alderman Littmann**

13
14 **Referred to**
15 **Finance**
16 **Rules**
17 **Housing & Human Welfare**

18
19
20 **A ORDINANCE** concerning

21 **Grants to Non-Profit Organizations under the**
22 **City of Annapolis Community Grant Program**

23
24 **FOR** the purpose of revising City standards for making **operating and/or capital grants**
25 **to non-profit organizations** and the Community Grant Program; and the reporting
26 process for recipients of operating and/or capital Community Grant Program
27 grants.

28 **BY** repealing and re-enacting with amendments the following portions of the Code of
29 the City of Annapolis, 2013 Edition
30 Section 6.16.060
31 Section 6.16.070

32
33 **SECTION I: BE IT ESTABLISHED AND ORDAINED BY THE**
34 **ANNAPOLIS CITY COUNCIL** that the Code of the City of Annapolis shall be
35 amended to read as follows:

36
37 **CHAPTER 6.16 – BUDGET**

38
39 6.16.060 ~~Standards~~ **PRIORITIES** for making **OPERATING AND/OR CAPITAL** grants to
40 non-profit organizations **UNDER THE CITY OF ANNAPOLIS COMMUNITY GRANT**
41 **PROGRAM.**

42
43 **A** **FOR THE PURPOSES OF THIS SECTION AN “OPERATING GRANT” SHALL**
44 **PROVIDE SUPPORT FOR THE DAY-TO-DAY COSTS OF RUNNING THE**
45 **NON-PROFIT ORGANIZATION. A “CAPITAL GRANT” SHALL PROVIDE**

Version reflects 1/9/15, 1/27/15 & 2/4/15 Meeting Comments

1 SUPPORT FOR THE PURCHASE OF PROPERTY, THE CONSTRUCTION,
2 REMODELING, OR EXPANSION OF A FACILITY, OR PURCHASE OF
3 EQUIPMENT.

4

5 B4. Subject to the availability of funds, the City will consider funding aN OPERATING
6 AND/OR CAPITAL grant to a non-profit ORGANIZATION with aN
7 APPLICATION submission that meets aH ONE of the following
8 standardsPRIORITIES:

9 1 A. ~~Has quantifiable outcomes~~ PROVIDES SERVICES THAT SUSTAIN AND
10 EMPOWER YOUTH, FAMILIES AND INDIVIDUALS TO MOVE
11 TOWARDS SELF-SUFFICIENCY;

12 2 B. ~~Provides plans for securing funding from sources other than those provided by~~
13 ~~the City of Annapolis~~ PROVIDES PROGRAMS THAT PRESERVE AND
14 ENHANCE A COMMUNITY'S CHARACTER;

15 3 C. ~~Represents a cooperative effort among the GRANT applicant, the community,~~
16 ~~and other private and/or public partners.~~ PROVIDES PROGRAMS THAT
17 CONTRIBUTE TO A VIBRANT ECONOMY; OR

18 4 D. ~~In appropriate circumstances, displays creative ways of helping people help~~
19 ~~themselves.~~ PROMOTES PROGRAMS THAT ARE INTEGRAL TO
20 COMMUNITY REVITALIZATION, ECONOMIC DEVELOPMENT AND
21 ENVIRONMENTAL SUSTAINABILITY.

22 E. ~~Provides activities in support of the City's goal of providing a system in which~~
23 ~~all residents of the City of Annapolis have access to services that sustain and~~
24 ~~enhance the quality of life and are equitable, effective, accountable, and~~
25 ~~responsive to changing community needs.~~

26 C 2. ~~Application will be independently reviewed and graded according to the standards in~~
27 ~~section 3. by a committee which shall include a City staff person responsible for~~
28 ~~writing grants selected by the Mayor or his or her designee, a Finance Department~~
29 ~~staff member designated by the Finance Director, and two community volunteers~~
30 ~~designated by the City Council's Finance Committee who have experience as grant~~
31 ~~reviewers but no affiliation with any of the applicants in the corresponding grant~~
32 ~~cycle.~~ THERE SHALL BE A COMMITTEE CONVENED TO REVIEW AND
33 EVALUATE APPLICATIONS SUBMITTED TO THE CITY OF ANNAPOLIS
34 FOR AN OPERATING AND/OR CAPITAL GRANT IN ACCORDANCE WITH
35 THE CRITERIA IN SECTION 6.16.060 D. THE COMMITTEE SHALL CONSIST
36 OF: THE MAYOR'S DESIGNATED STAFF PERSON; THE FINANCE
37 DIRECTOR'S DESIGNATED STAFF PERSON; AND TWO AT LARGE STAFF
38 PERSONS.

39

40 D 3. ~~Review and grading standards~~ APPLICATION QUALIFICATION CRITERIA:

41

42 1. ~~Rationale: 20 points~~ APPLICANT SHALL HAVE THE ADMINISTRATIVE
43 AND FINANCIAL CAPACITY TO CARRY OUT THE PROJECT

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1 SUCCESSFULLY AND SHALL BE IN GOOD STANDING WITH THE
2 MARYLAND DEPARTMENT OF ASSESSMENTS AND TAXATION;

3 2. ~~Description, i.e., that the goals, objectives, activities, and procedures are~~
4 ~~complete and clearly stated methodology is appropriate, and long-term impact in~~
5 ~~clearly stated: 30 points~~ THE PROJECT SHALL HELP MEET THE GOALS
6 AND OBJECTIVES SET FORTH IN PARAGRAPH B OF THIS SECTION;

7 3. ~~Timeline is achievable and complete: 10 points~~ THE APPLICANT SHALL
8 DEMONSTRATE THAT THE PROPOSED ACTIVITY SHALL PROVIDE
9 MAXIMUM PUBLIC BENEFIT IN RELATION TO COST; AND

10 4. ~~Outlines a plan for the evaluation of measurable outcomes: 20 points~~ THE
11 APPLICANT SHALL DEMONSTRATE THE ABILITY TO LEVERAGE
12 ADDITIONAL FUNDS;

13 5. ~~Budget is included that gives detail as to expense and revenues: 20 points.~~

14 **6.16.070 Non-profit organizations quarterly reports.**

15 A. All non-profit organizations **receiving funding OR** GRANTS UNDER THE
16 COMMUNITY GRANT PROGRAM from the City of Annapolis ~~are required to~~
17 SHALL provide quarterly reports TO THE FINANCE DEPARTMENT within thirty
18 days of the close of each quarter., ~~which~~ ANNUAL QUARTERLY ENDING
19 DATES are September 30, December 31, March 31, and June 30 ~~on forms provided~~
20 ~~by the Finance Department of their use of funds to the Finance Department and~~
21 ~~Office of Youth and Community Services.~~ THE FINANCE DEPARTMENT
22 SHALL DEVELOP AND PROVIDE THE FORMS FOR A NON-PROFIT
23 ORGANIZATION TO USE IN PREPARING THE REPORTS THIS SECTION
24 REQUIRES.

25 B. The Finance Department shall ~~prepare~~SEND a list of these NON-PROFIT
26 ORGANIZATION QUARTERLY reports ~~and send the list to each City Council~~
27 member ON A QUARTERLY BASIS. ~~From this list, a~~A CITY COUNCIL member
28 may request that the Finance Department promptly send the member AN ACTUAL
29 COPY OF one or more of the LISTED reports. Each non-profit organization which
30 has submitted a quarterly report shall MAY BE REQUIRED TO have a
31 representative appear before the Finance Committee (September/February) to present
32 an accounting of the use of CITY AND ITS OWN funds and to answer questions as
33 needed.

34 C ~~B~~. Failure to comply with this section MAY result in the denial of SUBSEQUENT
35 COMMUNITY GRANT PROGRAM funding.

36
37 **SECTION II: AND BE IT FURTHER ESTABLISHED AND ORDAINED**
38 **BY THE ANNAPOLIS CITY COUNCIL** that this Ordinance shall take effect from the
39 date of its passage.

40
41 **EXPLANATION**

Version reflects 1/9/15, 1/27/15 & 2/4/15 Meeting Comments

- 1 CAPITAL LETTERS indicate matter added to existing law.
- 2 ~~Strikethrough~~ indicates matter stricken from existing law.
- 3 Underlining indicates amendments.

DRAFT