

EXHIBIT "A"

City of Greenville Policy on Public Funding of Non-Governmental Organizations

A. General Policy:

Before the City Council votes to approve funding of any non-governmental organization ("NGO"), the NGO shall file an application. Blank application forms shall be maintained by the City Secretary's Office, and shall be returned to the City Secretary's Office with notarized signatures by July 1 of each year, or other date set by the Council. The NGO City Council Sub-committee shall consider each application, and funding shall be approved or denied by the City Council. If the City Council agrees to provide funding to the applicant NGO, a formal contract shall be executed by the City and the NGO before any money or thing of value is provided to the NGO. Any NGO receiving funding under this process shall be required to file a quarterly written report and an annual accounting.

B. Procedures and Paperwork:

1. **APPLICATION:** All NGOs wishing to apply to receive public funds or other items of value must file an application with the following information:
 - a. The applicant's legal name, address, contact name and phone number;
 - b. A statement of the amount and type of public funds requested, and the proposed timing of receipt;
 - c. A detailed explanation of the nature of the "public purpose" served by the proposed expenditure;
 - d. The nature and type of the "governmental function(s)" served by the proposed expenditure;
 - e. The nature and type of "adequate consideration" that the City will receive from the NGO;
 - f. The NGO's proposed "sufficient controls" to ensure that the public purpose will be accomplished. At a minimum, this shall include a written contract, quarterly written reporting, and an annual accounting, but other controls are possible and would vary based on each NGO's particular situation. The City would not be bound to or limited by the controls proposed by an NGO; and
 - g. A notarized signature of an officer or director of the NGO.

2. **APPROVAL:** The application must be reviewed and approved with other applications during the budgeting process by the NGO City Council Sub-Committee. The City Council's approval must include the following specific findings:
 - a. The proposed expenditure serves a public purpose **and** represents or fulfills a specific governmental function that a Texas city is allowed to carry out;
 - b. The city will received adequate consideration; and
 - c. Sufficient controls exist to ensure that the public purpose will be accomplished (i.e., written contract, reporting, etc.).

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3. **FORMAL CONTRACT**: After approval of funding by the City council, each NGO shall execute a formal written contract with the City of Greenville which will control the specific manner in which the money or other property will be disbursed and used. The contract shall require quarterly written reports to be filed with the City Secretary, an annual accounting of the use of funds or other property, and any other "sufficient controls" the Council deems necessary for any NGO. Any NGO which fails to fulfill the requirements of the required contract shall not be considered for additional funding for at least two (2) budget years. The contract shall also require the repayment of any funds for which an accounting is not filed.

4. **QUARTERLY REPORTING AND ANNUAL ACCOUNTING**: Each NGO receiving public funds or other items of value shall be required to file quarterly written reports with the City Secretary's office, which shall be included in City Council agenda packets. In addition, the NGO shall file with the City Secretary an annual financial accounting showing the manner in which the public funds or other property was utilized. This annual accounting must be filed by August 31st of each year, and must be filed before the NGO may be approved for additional funding in subsequent budget years.

Application for Public Funding of Non-Governmental Organizations

Instructions:

This Application form is for use by Non-Governmental Organizations ("NGOs") in Greenville, Texas to apply for public funding from the City of Greenville. Each application will be considered by the NGO City Council Subcommittee and the City Council before any funding is awarded for a particular budget year. For consideration, applications must be received by July 1 of each year, or other date set by the City Council. Each portion of the Application must be completed. Additional space for answers is located on the final page. The Application must include a notarized signature of an officer or director of the NGO seeking funding. If the City agrees to provide funding to the applicant, a formal contract shall be required before any money or thing of value is provided to the NGO. Any NGO receiving funding under this process shall be required to file a quarterly written report and an annual accounting.

1. Please list the following information for the applicant:

- a. Entity Name: _____
- b. Address: _____

- c. Contact Name: _____
- d. Phone Number: _____

2. Please provide a statement of the amount and type of public funds requested, and the proposed timing of receipt (i.e., "\$5,000 in cash at the beginning of the City's budget year" or "The use of [specific public property] throughout the budget year"):

3. A detailed explanation of the nature of the "public purpose" served by the proposed expenditure (e.g., that the money requested will allow the applicant to operate for a set number of days, and that during that period the operation will benefit the health, safety and/or welfare of Greenville citizens):

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4. Please mark one or more of the following "governmental functions" served by the proposed expenditure. If you believe the proposed expenditure serves a governmental function that is not indicated in the chart below, please indicate that function in the lines below the chart with a reference to a corresponding Texas statute, Texas Attorney General Opinion, or a published legal opinion from a Texas court:

<input type="checkbox"/> parks and zoos	<input type="checkbox"/> museums	<input type="checkbox"/> latchkey programs	<input type="checkbox"/> warning signals
<input type="checkbox"/> libraries and library maintenance	<input type="checkbox"/> transportation systems	<input type="checkbox"/> civic, convention centers, or coliseums	<input type="checkbox"/> cemeteries and cemetery care
<input type="checkbox"/> recreational facilities, including but not limited to swimming pools, beaches, and marinas	<input type="checkbox"/> community development or urban renewal activities	<input type="checkbox"/> garbage and solid waste removal, collection, and disposal	<input type="checkbox"/> bridge construction and maintenance and street maintenance
<input type="checkbox"/> community, neighborhood, or senior citizen centers	<input type="checkbox"/> maintenance of traffic signals, signs, and hazards	<input type="checkbox"/> operation of emergency ambulance service	<input type="checkbox"/> vehicle and motor driven equipment maintenance
<input type="checkbox"/> parking facilities	<input type="checkbox"/> airports	<input type="checkbox"/> waterworks	<input type="checkbox"/> repair garages
<input type="checkbox"/> regulation of traffic	<input type="checkbox"/> establishment and maintenance of jails	<input type="checkbox"/> dams and reservoirs	<input type="checkbox"/> street construction and design
<input type="checkbox"/> sanitary and storm sewers	<input type="checkbox"/> police and fire protection and control	<input type="checkbox"/> enforcement of land use restrictions	<input type="checkbox"/> building codes and inspection
<input type="checkbox"/> zoning, planning, and plat approval	<input type="checkbox"/> engineering functions	<input type="checkbox"/> health and sanitation services	<input type="checkbox"/> water and sewer service
<input type="checkbox"/> animal control	<input type="checkbox"/> hospitals	<input type="checkbox"/> tax collection	<input type="checkbox"/> firework displays

Other:

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I certify, under penalty of perjury, that the information contained in this application is true and correct to the best of my knowledge:

Signature

Printed Name

Title / Position with Applicant NGO

Date

STATE OF TEXAS)

COUNTY OF HUNT)

This instrument was acknowledged before me on _____, 20____, by

_____.

Notary Public, State of Texas

