

CITY OF WACO

EMPLOYEE AND DEPARTMENT REQUEST FOR GRANTS OR FINANCIAL ASSISTANCE FROM OUTSIDE AGENCIES AND ORGANIZATIONS

Policies and Procedures

ADM-10

Revised 9/01/98

A. Statement of Purpose

To ensure that requests for grants or financial assistance by City of Waco employees and departments to outside agencies and organizations are consistent with established City Council goals, the City of Waco is setting forth guidelines that every application, pre-application or other form of request for grants or other kinds of financial assistance by City of Waco employees and departments must follow before making the request or filing the application or pre-application with an outside agency or organization.

B. General Policy

The City Manager must approve all application, pre-applications or other forms of requests for grants or financial assistance by employees on behalf of the Cameron Park Zoological and Botanical Society, Fort Fisher Advisory Committee, or the Waco Convention and Visitors Bureau Advisory Board before the application, pre-application or other form of request is submitted to an outside agency or organization. The City Council must approve all other applications, pre-applications or other forms of requests for grants or financial assistance by employees and departments before the application, pre-application or other form of request is submitted to an outside agency or organization.

C. Procedures

Municipal Directors, Administrators and Managers shall review all applications, pre-applications or other forms of requests for grants or financial assistance from their specific organizational areas. If the Municipal Director, Administrator or Manager finds that the grant is consistent with City Council goals and that it is in the best interest of the citizens of Waco to receive the grant or financial assistance the Municipal Director, Administrator or Manager shall forward grant request with his or her recommendation to the City Manager.

The City Manager will review the application, pre-application or other form of request for grant or financial assistance. If the City Manager finds that the grant is consistent with City Council goals and that it is in the best interest of the citizens of Waco to receive the grant or financial assistance the City Manager will present the grant request along with her recommendation to the City Council for action.

If the application, pre-application or other form of request for grant or financial assistance is on behalf of the Cameron Park Zoological and Botanical Society, Fort Fisher Advisory Committee, or the Waco Convention and Visitors Bureau Advisory Board, the City Manager will review the application, pre-application or other form of request for grant or financial assistance.

CITY OF WACO

EMPLOYEE AND DEPARTMENT REQUEST FOR GRANTS OR FINANCIAL ASSISTANCE FROM OUTSIDE AGENCIES AND ORGANIZATIONS Page 2 of 2
Policies and Procedures ADM-10 Revised 9/01/98

If the City Manager finds that the grant is consistent with City Council goals and that it is in the best interest of the citizens of Waco to receive the grant or financial assistance the City Manager will approve the submittal of the application, pre-application or other form of request for grant or financial assistance to the outside agency or organization.



Kathy S. Rice, City Manager
September 1, 1998