



P. O. Box 2570
Waco, Texas 76702-2570
(254) 750-5694 Fax# (254) 750-5880

OUTSIDE AGENCY APPLICATION

Fiscal Year 2017-18

Return To: Laura Chiota
Budget Manager
City of Waco
P.O. Box 2570
Waco, Texas 76702-2570



CITY OBJECTIVES

City funds are made available to qualifying groups in order to accomplish certain objectives. The objectives include enhancing and promoting services to the Citizens of Waco including:

1. providing more opportunities for the youth,
2. enhancing tourism and community development,
3. meeting the needs of those with low to moderate incomes,
4. meeting social service needs which are not being met by other agencies, or
5. improving quality of life.

LIMITATIONS

Funding is subject to Local, State, and Federal laws and regulations. All funding is subject to approval by the Waco City Council.

DOCUMENTATION CHECKLIST

Please be sure to include the following with your application:

If more than 12 months in existence:

1. most recent Income Statement,
2. most recent Balance Sheet,
3. most recent Certified Audit,
4. list of Board of Directors,
5. copy of IRS Form 990,
6. if funding is awarded, a contract will be required and this application will be "Exhibit A" of said contract.

If less than 12 months in existence:

1. most recent Income Statement,
2. most recent Balance Sheet,
3. list of Board of Directors,
4. if funding is awarded, a contract will be required and this application will be "Exhibit A" of said contract.

No application will be considered unless all items are submitted with the application.



PROJECT SUMMARY

Describe the proposed project in detail. (Include the proposed services and the need for them.)

What are the specific goals and objectives of this project?

Describe the method by which the goals of this project will be accomplished.



PROJECT SUMMARY – CONTINUED

Does this project address the Prosper Waco goals? If so, please explain how.

Describe how measurable outcomes of the project will be tracked.

Who will be the primary beneficiaries of the project?



PROJECT SUMMARY – CONTINUED

Will your project serve anyone outside the city limits of Waco? Yes___ No___

If yes, what protocols are in place to ensure that City of Waco funds are not expended outside the city limits of Waco?

To the best of your knowledge does any other entity in Waco or McLennan County pursue the same objectives and provide services similar to those which are proposed? Yes___ No___

If yes, please explain:

Describe the intended time table for your project.



ORGANIZATIONAL BACKGROUND

Please complete the following as they pertain to your organization.

Statement of Purpose:

Primary services and activities of your agency:

Prior experience with similar programs to the project you are proposing:

Number of staff members directly working on the proposed project:

Number of volunteers directly working on the proposed project:



FINANCIAL

What is your total organizational budget: \$ _____

Non-City Funding Sources (including operations, grants, etc.) for this project:

	\$		\$
	\$		\$
	\$		\$
	\$		\$

Provide a breakdown of your proposed budget for this project on this form or with an attachment.

Line-Item	Project Funds City	Project Funds Other Sources	Total Project Funds



GENERAL REQUIREMENTS

In order to qualify for funding, all applicants must:

1. be incorporated in the state of Texas as a non-profit and maintain good standing as a tax exempt organization with the Internal Revenue Service;
2. comply with all Local, State, and Federal laws and regulations;
3. provide all of the information requested in this application package;
4. agree to indemnify and hold the City harmless;
5. be a contractor, independent of the City;
6. empower an individual responsible for receiving City funds and addressing the City Council;
7. submit progress reports and an end of project report;
8. understand that funds will be released no earlier than October 1, 2016;
9. complete the project by September 30, 2017;
10. obtain City Council approval to extend the project time period;
11. return unused funds unless the City Council has approved otherwise;
12. have a financial system sufficient to adequately safeguard project funds;
13. have a tracking system sufficient to monitor contract performance;
14. provide a certified audit to the City;
15. enter into a contract for services with the City of Waco with the awareness that the scope of services included in any funding contract shall be based on negotiations and may differ from this application; and
16. agree to allow the City to examine any information pertinent to the contract.