

# City of Aurora

## Community Partner Funding Request Application

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### Fiscal Year 2022

#### Introduction

The City of Aurora provides funding opportunities to local community partner organizations through their annual budget making processes. Historically known as “Outside Agencies” or “Community Partners,” organizations receiving municipal funds do not operate within the formal structure of city government but may utilize support from the City to achieve their missions or fund special projects. Community Partner organizations generally have a strong presence within the community and provide vital services, products, or activities that serve to improve the community in a variety of ways. Organizations requesting funding have typically fall within the following three categories:

**Recreational/Arts and Culture:** These organizations exist to promote, sustain and develop recreational, cultural and leisure activities within the community. These organizations may also sponsor educational and community events or celebrations designed to encourage a diverse cultural and active lifestyle and promote a strong sense of community.

Example: Aurora Historical Society

**Social Services:** The primary objective of these organizations is to support or engage in activities designed to enhance the wellbeing of individuals and families within the community. These organizations provide a variety of services that primarily focus on basic human needs, access to programs and services designed to maintain human dignity, health and overall welfare of citizens.

Example: Aurora First Baptist Come and Dine Program, Aurora Smile Center

**Civic Organizations/Quasi-Governmental:** These organizations have been established within our community to: A) work for overall improvement, advancement and economic health through civic involvement, economic development initiatives and through fostering community spirit; or B) provide services, programs or other opportunities for the betterment of the community through other Quasi-Governmental Organizations that work collaboratively with the City of Aurora on shared goals, concerns and interests.

Examples: Aurora Area Chamber of Commerce, Aurora Main Street.

## ***Application Instructions***

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Please answer questions in the form provided here. An application is also available for download on the City of Aurora website: <https://www.aurora-cityhall.org/> Contact City Manager Jon Holmes for assistance. All requested information must be completed before this application can be considered. Applications that are incomplete or are missing required materials will not be considered until all missing information or items have been received by the City Manager's Office.

Applicants must submit their application either by U.S. Mail or electronically to:

### **Mail One (1) Original Copy to:**

Aurora City Manager's Office  
Attn. City Clerk Kimberly Breedlove - Community Partner Funding  
P.O. Box 30 Aurora, MO 65605

### **Electronic Application Submission:**

Email to: [kbreedlove@auroramo.gov](mailto:kbreedlove@auroramo.gov)

The application process also includes a five-minute presentation and "question and answer" session with the City Council. See Application Checklist for meeting schedule.

### ***PLEASE NOTE:***

***Applications must be received by the City Manager's Office by no later than 5:00 p.m. on August 6<sup>th</sup>, 2021.***

## *Application Checklist*

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This checklist is for applicant use only. Do not include this list in your application.

- Complete Application Form.
- If submitting a hard copy via U.S. Mail to the City Manager's Office.
  - Use only a staple, paperclip or binder clip to secure the application, starting with Section I.
  - Copy of Organization's W-9 Form.
  - Only provide what is requested. Do not include brochures, promotional materials, etc.
- One (1) Electronic Copy emailed to:  
[kbreedlove@auroramogov](mailto:kbreedlove@auroramogov)
- NOTE: Do Not include W-9 in electronic version**
- You may attach a year-end balance sheet to satisfy the requirements in Section IV.
- In Sections IV and V, enter data for every question; do not leave any question blank. If a category/question is not applicable, answer "N/A" or enter a zero.
- Complete Section VI if your agency received funding during the FY 2020/2021 cycle).
- Mark your Calendar: Presentations from applicants will be scheduled for the City Council meeting on August 24<sup>th</sup>, 2021.**

Schedule for Decision Making Process and Availability of Funds

Release of Funds:

Aurora City Council intends to make a preliminary funding decision in early September 2021. Final funding decisions will be announced upon adoption of the City's FY 2022 annual budget. Adoption is planned to occur in November 2021. Award payments for successful applicants will be made after January 1, 2022.



## **SECTION II: Organization History**

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### **Organizational History and Mission**

Provide a mission statement and brief history of your organization in Aurora, including services provided to community residents.

### **Organizational Structure**

List your officers and director(s), indicating their terms of office

### **SECTION III. *Funding Request Justification***

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Briefly explain how these funds will be used and why public funds are necessary to accomplish this goal. Some discussion items to cover in this section may include:

- whether or not the funding request has increased from prior years;
- whether or not this is a one-time or on-going request;
- description of any large program or staff expansion occurring in this fiscal year;
- large equipment or other fixed assets that will be purchased fiscal year;
- how your project relates to city goals, or how it improves the overall quality, character or health of the community; and
- whether or not funding will be used to leverage additional monies for your organization either through grants or other means.

### **Section IV. Financial Information—a current balance sheet can be submitted to satisfy this requirement**

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Balance Sheet as of December 31, 2020:

Assets	Liabilities	Other Financial Information You Wish to Include:
Current: Cash: CDs , etc.: Receivable s:  Fixed: Equipmen t:Building: Less Depreciation:	Current: Payables: Withholding :  Long Term: Promissory Notes:Mortgage:  Owner’s Equity:	

**SECTION V. Fiscal Year Budget Information**

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**Revenue**

	Amount	Secured or pending?
City of Aurora, Community Partner		
Donors		
Fundraisers		
Interest		
Other - Grants		
Other		
Total Estimated Revenue		

**Expense**

	Amount	Comments
Salary, Director		
Salary, Other(s)		
Benefits		
Rent		
Utilities		
Client Service		
Client Aid		
Equipment		
Other		
Other		
Total Estimated Expense		

**Section VI: Interim Report for FY 2021 Awardees Only**

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**Complete this section if your agency was awarded Community Partner Funding in Fiscal Year 2021**

**Amount Awarded?** \$ \_\_\_\_\_

**Have you used all of the funds awarded?**  
 Yes  
 No

**If you have not used all of the funds awarded, please include amount remaining and date by which you intend to use those funds.** \$ \_\_\_\_\_  
Date: \_\_\_\_\_

Briefly describe the impact that the FY2021 award has had on your program, project or organizational operations. Some discussion items to cover in this section may include:

- Number of persons served and demographics of persons served (income level, age, race, etc.)
- Describe the overall impact of these funds on your program, project or organization
- If your agency has not yet to spent all of the awarded funds, please briefly describe your plans to expend the funds by the end of the fiscal year
- Did your agency use Community Partner funding to leverage additional funds, either through grants or other means?