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City of Aurora
Community Partner Funding Request Application
Fiscal Year 2024
January 1, 2024 – December 31, 2024

APPLICATION DUE DATE:
September 22, 2023

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 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, Project Rise.

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.

It is a requirement of the Aurora City Council that any organization applying for Community partner Funding from the City of Aurora will be:

- 1. A Tax-Exempt Non-Profit Organization in good standing under IRS regulations.**
- 2. A Tax-Exempt Non-Profit Organization in good standing within the State of Missouri.**

If your organization does not meet this requirement at the time of application, do not apply.

Application Instructions

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 or Drop Off One (1) Original Copy to:

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

Or

Submit an Electronic Application:

Email to: Auroracityclerk@auroramogov

The application process also includes a required presentation during an Aurora City Council Meeting where the applicant will provide a presentation to the Aurora City Council that gives an overview of their organization, provide a clear explanation of how the funding will be used, and discuss the financial health of their organization to explain why City funding is necessary. If funding was received by the organization in the prior year, they will be required to provide an update on how the funding that they received was used and explain how any remaining funding will be utilized.

Applicants should expect a "question and answer" session with the City Council as well to respond to any questions the Council may have.

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 September 22nd, 2023.

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

HARD COPY SUBMISSION:

- Completed Application Form
- Copy of Organizations W-9 Form

ELECTRONIC SUBMISSION:

- One (1) Electronic Copy of completed Application emailed to:
Auroracityclerk@auroramo.gov

ADDITIONAL INFORMATION AND INSTRUCTIONS:

1. A Year-End Balance Sheet may be submitted to satisfy requirements for Section VI.
2. 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.
3. Complete Section VI if your agency received funding during the FY 2022/2023 cycle).
4. Mark your Calendar: Presentations from applicants is tentatively scheduled for the City Council meeting on October 10th, 2023.

SCHEDULE FOR COUNCIL DECISION AND AVAILABILITY OF FUNDS

Release of Funds:

The Aurora City Council intends to make a preliminary funding decision in late September or early October 2023. Final funding decisions will be announced upon adoption of the City's FY2024 annual budget. Adoption is planned to occur in November 2023.

Award payments for successful applicants will be made after January 1, 2024.

SECTION I - APPLICANT INFORMATION

ORGANIZATION NAME:	
CONTACT PERSON:	
MAILING ADDRESS:	
PHONE:	
EMAIL:	
WEBSITE:	

TYPE OF ORGANIZATION:
See above descriptions

Recreation / Arts and Culture Civic/Quasi-Governmental

Social Services Other _____

REQUESTED AMOUNT FOR FY 2024 \$ _____

Brief Description of request: Using the space below, *briefly* describe how your organization will use these funds and how the proposed program/project will benefit the community. A more detailed description is requested in Section III

SECTION II – ORGANIZATION HISTORY & INFORMATION

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

Explain how these funds will be used and why public funds are necessary to accomplish this goal. The discussion items to cover in this section should include:

- whether or not the funding request has increased from prior years;
- changes (reductions or increases) in operational revenues or funding in the last two years;
- whether or not this is a one-time or on-going request (specifically will this funding be used for normal operations or new programs and projects);
- 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

ASSETS		LIABILITIES	
Current		Current	
Cash:		Payables:	
Investments: CD's, Etc.		Withholding:	
Receivables:			
Misc.:			
Fixed		Long Term:	
Equipment:			
Building:			
Misc.:			
Less Depreciation:			
Total:		Total:	

Other Financial Information You Wish to Include:

SECTION V – FISCAL YEAR BUDGET INFORMATION

REVENUE

	Amount	Secured or pending?
City of Aurora, Community Partner		
Donors		
Memberships		
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		

If more space is needed, please provide additional sheets as necessary.

Additional Information:

Will your organization take a partial award (amount lower than what has been requested)? _____ Yes _____ No

SECTION VI – FY2023 Interim Report

IF YOUR ORGANIZATION RECEIVED FUNDING FROM THE CITY OF AURORA IN 2023, YOU MUST COMPLETE THIS SECTION.

Amount for funding awarded in 2023 \$ _____
Have you used all of the funds awarded in FY2023 _____ **Yes**
_____ **No**

If you have not used all the funds awarded in 2023, please specify the amount remaining and the date by which you intend to use those funds.

Amount Remaining: \$ _____

Date fund will be used: _____

Briefly describe the impact that the FY2023 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 spent all 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?