

De Soto Donations Policy

Introduction

The City Council has stewardship, management responsibility and accountability of local public funds. In the granting of funding requests from organizations, the City Council must ensure that the grant of such funds meets a “public purpose” and that the grantee provides accountability for the use of the public funds.

Purpose

The purpose of this policy is to set forth guidelines for the granting of local public funds to De Soto based charitable or community service organizations and to provide a uniform method of approval, payment and accounting of the grants of local public funds.

Process for obtaining City funds

During the preparation of the annual budget, the City of De Soto will consider budgeting funds to be made available for donations to charitable or community service organizations. To the extent that funding is available, applicants may apply for a donation each year by submitting the application form attached to this policy.

Eligible Applicants

- The City will not consider applications from individuals whose requests are not submitted on behalf of and sponsored by an organized De Soto based charitable or community service organization.
- The City Council will not consider applications submitted by political or religious organizations.
- Eligible applicants may list several activities or programs for funding on one application, however, multiple requests should be prioritized.
- All applicants that submit requests for funding may not receive funds.
- The City may provide “in kind” contributions in lieu of a cash donation.

Funding Criteria

Contributions to one organization may not exceed \$1,000 in any given 12 month period.

Funding requests will be evaluated based on the following factors; however, all of the factors need not be met to qualify for City Council consideration.

1. Funding activity must be for a “public purpose.”
2. Lack of other funding sources within the community.
3. Positive impact on the health, safety, and welfare of residents in the City of De Soto.
4. Ability to promote, market, and expand awareness of the City of De Soto on a local, regional, or national basis.
5. Ability to serve multiple age groups in De Soto (youth, adults, seniors).
6. Group or organization is registered as a not-for-profit in Kansas or by the Federal Government.
7. Funding will not be considered for any working capital or for an organization’s ongoing general operating funding.
8. Any approved funding shall be on a reimbursement basis only. For reimbursement, any of the following must be submitted to the City Administrator:
 - An invoice specifying the service or product qualifying for reimbursement.
 - A copy of the check which paid for the service or product qualifying for reimbursement.
 - A written report detailing how the funds were used.



Donation Application

Organization Name and De Soto Address:

Organization Contact: Name and Address:

Telephone: _____ E-mail: _____

List of activities or programs to be funded and estimated cost (listed in order of priority).
Attach a separate sheet if necessary.

1.
PROGRAM(S)/ACTIVITY: _____

DESCRIPTION, INCLUDING PUBLIC PURPOSE PROVIDED:

ESTIMATED COST: _____

REQUESTED DONATION AMOUNT: _____

ALL APPLICATIONS MUST BE SUBMITTED TO:

City of De Soto, Kansas
P.O. Box C
32905 W. 84th Street
De Soto, Kansas 66018

If applicable, applicants must attach proof of non-profit status.