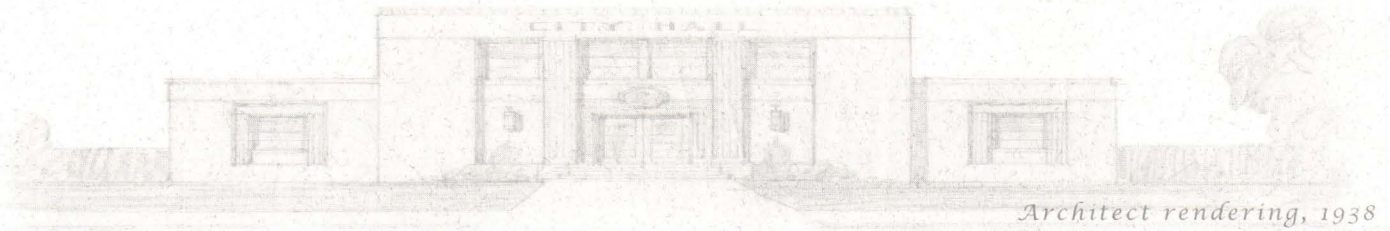


# CITY OF TOLEDO



December 28, 2016

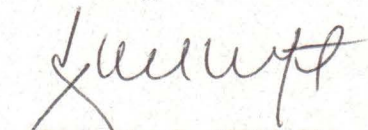
Dear Applicant,

The Toledo City Council has adopted the enclosed City Enhancement and In-Kind Services policy and will be reviewing the 2017-2018 recommendation from the Contribution Review Committee in March of 2017. The contributions for the 2016-2017 fiscal year were budgeted at \$8000. The contribution amount for the 2017-2018 fiscal year has yet to be determined.

If your organization is interested in requesting funds for this fiscal year, please complete the enclosed application form and return it to me no later than February 23, 2017. Do not recreate the application form. Incomplete or modified applications will not be considered. The Contribution Review Committee will meet in March to review applications and make a recommendation to City Council.

Although the funds are limited, we encourage you to apply. All approved contributions will be distributed at the beginning of the next fiscal year in July of 2017. Please contact Melodi McGee at (541) 336-2247 ext. 2060 if you have any questions regarding the application process.

Sincerely,



Craig Martin, ICMA-CM  
City Manager

CITY OF TOLEDO  
ENHANCEMENT PROGRAM

**Application Form**

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Amount of Request: \_\_\_\_\_ Date: \_\_\_\_\_

Describe how funds will be used

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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In making its recommendation to the City Council, the Contribution Review Committee shall consider the following criteria:

1. Record of service to the citizens of Toledo.
2. Financial and management capability of the requesting organization to provide services.
3. Positive impact the contribution may have on supplementing an activity or direct service provided by the City to Toledo citizens
4. Number of citizens receiving direct services from the organization requesting funds.

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Please address how your organization meets these criteria. (Attach additional information if necessary.)



*City of Toledo  
Enhancement Program*

Please return the completed form to:  
Craig Martin, City Manager  
City of Toledo  
P.O. Box 220  
Toledo, OR 97391  
541-336-2247 ext. 2020

<b>CITY OF TOLEDO</b> POLICY AND PROCEDURE		City Council City Enhancement and In-Kind Services Policy		
Number:	902	DATE APPROVED:	May 5, 1999	DISTRIBUTION: N/A
Effective Date:	5/5/99	METHOD:	City Council	PAGE NO. 1 OF 2

**PURPOSE:** The City of Toledo intends to make limited funds available or provide in-kind services to social service and civic organizations that provide direct services to Toledo citizens or enhance the quality of life in the community. Funding will be made available on a competitive basis.

**A. Policies and Procedures - Contributions**

- 1) Amount of Funding - Funding designated for contributions shall be limited to a maximum of 10% of state shared liquor tax and cigarette tax for fiscal year 1999-2000. For fiscal year 2000-2001 and thereafter, funding shall be limited to a maximum of 15% of state shared liquor tax and cigarette tax. Funding shall be allocated only if sufficient revenues are available to fund city services at a level acceptable to the City Council.
- 2) Application Procedure - Organizations requesting contributions shall make applications for funding no later than February 1<sup>st</sup> on a form provided by the City.
- 3) Contribution Review Committee (CRC) - A five member contribution review committee shall be established. The committee shall consist of one member of the City Council, one member of the city staff as designated by the City Manager, one citizen Budget Committee member and two citizens at large appointed by the mayor with the consent of the City Council. Any member of the CRC who is an officer or member of an organization requesting funds shall not vote on or participate in the deliberations relating to a contribution request from that organization.
- 4) Contribution Review Committee (CRC) Responsibilities - The CRC shall review all requests for contributions and prepare a recommendation for funding to the City Council. The total amount recommended for funding shall not exceed 10% of the anticipated state liquor and cigarette tax receipts for fiscal year 1999-2000 and 15% for fiscal year 2000-2001 and thereafter. The CRC shall forward its recommendation to the city Budget Officer for inclusion into the annual city budget. The Budget Officer shall review the CRC's recommendation with the City Council prior to the preparation of the final proposed budget document. In making its recommendation, the CRC shall consider the following criteria:
  - a) Record of service to the citizens of Toledo.
  - b) Financial and management capability of the requesting organization to provide services.
  - c) Positive impact the contribution may have on supplementing an activity or direct service provided by the City to Toledo citizens.
  - d) Number of citizens receiving direct services from the organization requesting funds.
- 5) Final Decision - Decisions on all requests for contributions shall be made by the City Council.

**B. In Kind Services** - The City of Toledo may provide limited in-kind services for projects or activities sponsored by civic or non-profit organizations. In-kind services may be provided only if a finding can be made that the project or activity will provide services to or benefit the entire community. The City Manager shall have the authority to approve requests for in-kind services of eight hours or less. Approval shall be granted only if the in-kind services will not substantially interfere with the provision of regular city services to the citizens of Toledo.

Requests for in-kind services in excess of an eight hour period shall be made to the City Manager. The City Manager shall forward the request, with a recommendation, to the City Council at a regularly scheduled meeting. The decision of the City Council shall be final.