Summary of TOT Application Process Requirements
Per Attachment A of Council Policy 100-03

General Requirements

- Programs and events must be open to the public
- Must be a legally constituted nonprofit corporation
- Majority of activities must take place within City limits and/or benefit City residents
- Applicants may only submit one application, and can only receive funding under one category
- No funding will be provided for any religious or political activity
- Organizations must adhere to the City's EOC policy

Funding Requirements

- Expenses must be incurred and pain by an organization before release of City funding
- Expenses must be incurred during the FY for which the program is funded
- Funding may not be used for alcoholic beverages
- Funding may not be used for travel, meals, lodging or entertainment, except as otherwise provided. Waivers may be provided with certain conditions
- Funding will only be used for annual operating expenses, and not for capital or equipment outlay, or for awards, trophies, gifts, uniforms or reserves
- Matching funds may be required
- Organizations should possess a minimum three-year track record of operations

Request for Funds/Agreements

- City will provide advance notification of application process to a wide distribution of potential eligible organizations
- Late applications will not be accepted
- If an organization charges fees, application must include disclosure of all such fees
- Organizations must be legal entities in good standing
- Written agreements are required that specify the services or functions to be performed, nature of payment or reimbursement, and financial reporting requirements

Performance Reporting

- Performance reporting is required of all funding recipients
- Organizations must provide a Final Performance Report each year, detailing progress toward meeting goals and objectives outlined in contract's scope of service
- The Final Performance Report shall also include a Statement of Compliance, and be submitted within 90 days of the end of the fiscal year.

Financial Disclosure

- Organizations receiving $500,000 or more, if more than 10% of annul budget, must include salary and wage ranges for each job classification, including executive salaries and benefits packages
- Organizations receiving less than $500,000 may voluntarily comply with these disclosure requirements

- Organizations receiving $10,000 or more are required to submit a financial disclosure within 90 days of the end of the fiscal year. The financial disclose shall include:
    - Statement of expenditure of City fund by program
    - Statement of revenues and expenditures and a balance sheet of all funds received
- Organizations that receive $75,000 or more must prepare and submit audited financial statements within 150 days of the end of the fiscal year