



# Contracts for Service Guidelines

The City of Gunnison's Contracts for Service Program is designed to support projects and programs which meet the needs and desires of the residents and businesses within the City limits. The general intent of this program is to fund programs and services, not offered through the auspices of current City operations or activities.

## Guidelines:

- The program must support current City of Gunnison long range plan documents, which need to be specifically cited in the application.
- Applications that qualify for the Challenge Grant, Youth Grant, or City Scape Grant programs are ineligible.
- A total expenditure limit for the Contracts for Service category will be established annually during the City's budget process.
- Eligible applicants are non-profit organizations as well as local, state, and federal agencies. Private businesses may apply through a local non-profit or governmental agency which will serve as the sponsor and administrative unit for managing the contract with the City.

## Procedures:

- Requests must be filed with the Finance Department prior to September 29 2009 to be included in the City of Gunnison's budget process. Depending on the proposed project, the request may be routed to another department within the City for guidance through the budget process.
- Requests must reference the City's long range planning document, stating how the program will support the document.
- Requests must include a proposed project budget, reflecting all anticipated revenues and expenses.
- If the program is approved and included in the City's budget, an agreement will be executed between both parties prior to the release of any funding. All agreements will ask that recipients:
  - Demonstrate on-going efforts to cooperate and collaborate with other community based organizations and groups.
  - Demonstrate financial support (both cash and in-kind) from other resources (exclusive of the City of Gunnison).
  - Acknowledge the financial support of the City of Gunnison in their advertising and promotional literature.

- Not utilize City funds as a "pass through" to other City funded programs without a specific allowance or reference in the agreement.
- The applicant must submit a written project report and a financial statement at the conclusion of the project, and in no event later than December 31<sup>st</sup> of the current year to the City's Finance Department. Any unused funding through this program will be returned to the City of Gunnison at that time. Failure to submit the required documentation by December 31<sup>st</sup> will jeopardize future funding.