



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 6, 2011, 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 31st 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 31st will jeopardize future funding.



APPLICATION FOR CONTRACT FOR SERVICE

Applicant Information

Organization: _____	
Representative: _____	
Mailing Address: _____	
Street _____	City _____
Phone Number: _____	E-Mail: _____

New Application: <input type="checkbox"/>	Renewal Application: <input type="checkbox"/>	Amount Requested: _____
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Proposal Information

Event or Service: _____	
Date of Event: N/A	Number of years funded by the City: _____

Year:	Funding received from the City	# of participants from the City and County	# of participants from outside the County	Total # of participants
2011 ¹				<input type="checkbox"/> Actual <input type="checkbox"/> Estimated
2010 ¹				<input type="checkbox"/> Actual <input type="checkbox"/> Estimated
2009 ¹				<input type="checkbox"/> Actual <input type="checkbox"/> Estimated
2008 ¹				<input type="checkbox"/> Actual <input type="checkbox"/> Estimated

¹ Only required for applicants seeking funding renewal

Objectives for coming year²

Objective 1:	
Objective 2:	
Objective 3:	

² An objective is an expected, verifiable outcome. It is not an activity.

APPLICATION FOR CONTRACT FOR SERVICE

Previous Year's Objectives

Objective ³	Assessment
Objective:	<input type="checkbox"/> Fully Met <input type="checkbox"/> Partly Met <input type="checkbox"/> Not Met
Comments:	
Objective:	<input type="checkbox"/> Fully Met <input type="checkbox"/> Partly Met <input type="checkbox"/> Not Met
Comments:	
Objective:	<input type="checkbox"/> Fully Met <input type="checkbox"/> Partly Met <input type="checkbox"/> Not Met
Comments:	

³ Summarize each objective in one or two sentences.

Projected impact

Describe any major changes to the project/service for this year.
Why do you think the event/service still deserves continued funding through the program?

I hereby attest that the information provided in this application is accurate as of the date of submission.

Signature

Date