

**CITY COUNCIL POLICY  
CONTRIBUTIONS TO NON-PROFIT, LOCAL PUBLIC AGENCIES,  
INDIVIDUALS AND OTHER ORGANIZATIONS**

**PURPOSE**

To establish procedures for contributions to non-profit, local public agencies, individuals and other organizations for programs that will enrich the Albany community.

**POLICY**

The City of Albany, if funds are available, will consider funding requests from non-profit, local public agencies, individuals and other organizations. The objective is to use surplus funds, when available, to support special activities or programs that benefit Albany residents and businesses. The organizations that apply for funding should not expect ongoing funding as surplus funds may not be available. The contributions are designed to provide enrichment programs to the Albany community and further the goals of the City. An enrichment program is any program that enhances the quality of life for Albany residents or businesses.

**PROCEDURE**

1. The City Council, after the mid-year budget evaluation (January/February), shall determine if “surplus” funds are available for a “contribution to non-profit, local public agencies, individuals and other organizations” program. The City Council will, if funds exist, determine the amount available for a contribution program. The determination for “surplus” funds will be based on ensuring that adequate funds exist for City programs, goals and objectives.
2. The City Council will direct staff to accept applications for the funding from community service organizations, schools, non-profit groups, parent/teacher groups, senior support agencies, the Chamber of Commerce, and City programs, Committees and Commissions.
3. The funds when granted are to be used for operational expenses for enrichment programs that directly serve or benefit the residents and businesses of the City of Albany and further the goals of the City.
4. The eligible programs shall be:
  - a. Annual or recurring, community-wide special events;
  - b. Ongoing operation or maintenance activities of community service organizations;
  - c. Support for the Chamber of Commerce, collaborative community programs or activities, City Committee or Commission activities or programs or regional social service programs
  - d. Cultural arts, education and youth programs.

5. The requests shall be submitted to the City Administrator's office. The requests should include full details on the program, budget, other revenue sources, estimate of Albany citizens served and supporting organizational information. The written requests shall be reviewed by a City Council Subcommittee. The representatives of the organization should be prepared to present their proposal at the Subcommittee meeting and respond to questions, and the Subcommittee recommendation shall be forwarded to City Council for action in April. Subcommittee recommendations and applicant appeals would be heard by the City Council.
6. If funds are granted, the organization shall acknowledge, on a City form, the receipt of funds in writing and agree to expend them consistent with the purpose stated in the application.
7. The City reserves the right to distribute the grant in installments. The funds shall be expended in the fiscal year for which they are granted.
8. A report on how the funds were spent will be required to be filed with the City annually, or when funds are spent. Proof of program expenses are required to be held for two years during which time the City reserves the right to audit the records.