

Financial Partner Policy Review

APRIL 7, 2025

Policy

◀ Establishes criteria framework used to conduct

- Application notifications,
- Review process for program consideration, and
- Program acceptance.

◀ Primary policy components

- Eligibility
- Term
- Payments
- Reporting requirements

Eligibility

◀ Non-profit status

- Organization can have any 501(c) status
- Status can be in progress at time of program application
 - *501(c) status must be approved by IRS prior to contracting*

◀ Funding type

- Agency funding – supports entire agency
- Program funding – supports one program within an agency

◀ Funding Limit

- No more than 30 percent of agency or program budget



Term

◀ Annual application process

- Current agencies and partner organizations notified when application opens
- Application open for at least one month
- Information session for interested agencies

◀ 5-year partnership limit

- Annual approval required
- After 5 years, determination will be made if an on-going service contract is appropriate



Payments and Reporting

◀ **Payments made quarterly**

- Payments can be held if reporting requirements not met

◀ **Performance reporting**

- Performance measures provided during application process and finalized with contract
- Mid-year and year-end reporting required

◀ **Financial reporting**

- Annual audit or 2-year comparative financial statements required



Application Scoring

- ◁ Used to quantify applicant's responsiveness to application requirements
- ◁ Focus on agency's proposed performance measures
 - Higher scores for measures most closely aligned with strategic priority areas
 - More quantitative

Score Criteria	
Organization submitted all application materials	
Organization serves population underserved within city	
Organization's proposed activities clearly advance selected strategic priority	
Clear and detailed sustainability plan should city-funding not continue	
Organization provided performance measures that are:	
	Measurable
	Attainable
	Impactful
Organization provided equity measures that are:	
	Measurable
	Attainable
	Impactful
Detailed budget provided	
Budget ≤ 30% of overall budget	
Recommended for funding?	