



Cherryvale Donation Policy

Introduction

The City of Cherryvale is served by several non-profit and community oriented groups that provide services to citizens and the community of Cherryvale. This policy describes the process and criteria to receive funding from the City of Cherryvale for various activities or fundraisers.

Process for obtaining City funds

During the preparation of the annual budget, the City of Cherryvale may budget funds for donations to charitable or community service organizations, if available. Organizations and groups may apply for a portion of this funding each year by submitting the application form attached to this policy.

Eligible Organizations

Organizations that will be eligible for funding must be based in Cherryvale, Kansas and be a recognized non-profit or community oriented group. Groups or organizations may list several activities or programs for funding on one application, however, multiple requests should be prioritized. All groups or organizations that submit requests for funding may not receive funds or receive partial funding. The City may provide "in kind" contributions in lieu of cash donation.

Funding Criteria

Funding requests will be evaluated on the following factors; however, all of the factors must not be met to submit an application.

1. Positive impact on the health, safety, and welfare of residents in the City of Cherryvale.
2. Ability to promote, market, and expand awareness of the City of Cherryvale on a local, regional, or national basis.
3. Ability to serve multiple age groups in the City of Cherryvale (youth, adults, seniors).
4. Lack of other funding sources within the community.
5. Ability to positively impact the local economy and serve the local business community.

The City of Cherryvale will aim to act fairly in assessing applications and allocating funds. Current City of Cherryvale priorities and budget constraints will also be accounted for during the allocation process. During the budget preparation process, the City Administrator will prepare a scorecard to rate each application. The scorecard will be tailored to the current priorities of the Governing Body.

Application Period

Applications for funding are due by May 31st for the upcoming fiscal year. Financial contributions will be awarded by the Governing Body of Cherryvale no later than August 31st of each year but not disbursed until January 1st of the following fiscal year at the earliest. Funding requests that could not have been anticipated prior to May 31st may be considered by the Governing Body on a case by case basis, but only if charitable funds remain in the budget.