



CITY OF HARRISONBURG OFFICE OF THE CITY MANAGER

ERIC D. CAMPBELL, CITY MANAGER
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December 19, 2019

Dear Non-City Organizations or Agencies,

The city of Harrisonburg is about to begin its FY 2020-21 budget process. In accordance with City Code Section 4-2-9, each outside agency or charitable organization which requests a financial contribution from the city or currently receives a financial contribution from the city must submit its request by January 30th of each year.

For FY 2020-21 the city has revised its community contributions process. The application evaluation will now take into consideration the alignment of the request with the focus areas of the City Council's 2039 vision and the number of City of Harrisonburg residents served by the outside agency or charitable organization.

The application evaluation will also now include a review committee. The review committee will advance to the City Manager recommendations on which requests should be incorporated into the City Manager's budget. The City Manager will review and determine which recommendations to include in the budget as is feasible based on financial constraints.

All outside agencies or charitable organizations awarded funding by City Council will be required to enter into a contract with the city for completion of the services outlined in the application.

Requests for funding in the upcoming budget shall not be considered unless accompanied by the required application form which can be found on our web site at <https://www.harrisonburgva.gov/financial-contribution-request> along with all required attachments, **no later than 5:00 PM, Thursday, January 30, 2020**. Upon receipt of this information, the city will consider the agency's request during the preparation of the city's budget for the upcoming fiscal year.

Please note in the application instructions that the city will again disburse funds this upcoming fiscal year on a quarterly basis and reserves the right to reduce the quarterly payments should state or local budgetary circumstances require.

If you have any questions or need additional information, please contact my office.

Sincerely,

Eric D. Campbell
City Manager



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Attachment A Application Evaluation Criteria

All applications received will be evaluated through a multi-level review process.

In the first stage applications must pass an eligibility review to ensure the application includes:

1. IRS 501(C) Tax Exemption Determination Letter (if applicable)
2. Current List of the Organization's Board of Directors (if applicable) indicating their addresses, telephone numbers, and terms of appointment
3. Organization's most recent audit
4. Organization's written financial statement showing the sources of revenue and actual expenditures for its current fiscal year
5. Evidence of insurance (listing of policies by type and coverage amount, indicating policy end dates, or copies of certificates of insurance)
6. State Corporation Commission Certificate and Evidence of Current Renewal (if applicable)
7. IRS Form 990

The second stage involves a qualitative and quantitative evaluation by a review committee. The committee may request to interview any or all applicants. Preliminary funding recommendations will be provided by the review committee for consideration by the City Manager for incorporation into the City Manager's budget.

Evaluation Criteria:

- The applicant makes a compelling case regarding the need for this funding, including supporting statistical evidence and statements from authorities.
- The funding requested is reasonable and necessary in relation to the program's design, goals to be attained, and benefits gained.
- The applicant makes a compelling case regarding alignment of the service with the focus areas of the City Council's 2039 Vision (<https://www.harrisonburgva.gov/city-council-vision>)
- The applicant demonstrates that programs or activities described in the application substantially benefit City of Harrisonburg residents.
- The objectives to be achieved by the program are clear, specific, measurable, attainable, reasonable, and time-referenced. The applicant demonstrated a credible evaluation plan.
- The applicant has prior experience in the same or similar activities as proposed (measured by years of experience as indicated by the applicant or known from other sources). The applicant has demonstrated they have the knowledge, skills, and team to carry out the activity for which they applied.
- The applicant has a track record of demonstrated capability and performance.
- The applicant demonstrates linkages and collaborations through letters, cooperative agreements, or other documents evidencing specific commitments of assistance from other organizations which will enhance the project's opportunities for success.
- The project also leverages funding from the applicant's own resources and funding sources (measured in relation to the amount of funding requested).