



Memorandum

To: All Applicants
From: Steve A. Gantt, Interim City Manager
Date: August 2009
Re: Monthly Community Promotions / Fiscal Year: July 1, 2009 – June 30, 2010

The City of Columbia is now accepting **monthly** Community Promotions funding applications for fiscal year 2009-2010. Please note, if you are requesting funds for more than one project, separate applications must be submitted for each project. Applications may be submitted before noon the 15th of the month (or Friday before if the 15th falls on a Saturday or Sunday.) Applications must be **complete** in order to be considered for funding. (**Late or incomplete applications will not be considered.**)

Completed applications may be delivered in person to the security desk at:

**City Hall
1737 Main Street
Columbia, SC 29201**

Or mail your application to:

**City of Columbia
City Hall
P.O. Box 147
Columbia, SC 29217
Attn: Dee Dee Fanning, City Council Office**

All applications must be received **no later than 12:00 Noon the 15th of the month (or Friday before if the 15th falls on a Saturday or Sunday.)** Any questions concerning the application process should be addressed to Dee Dee Fanning at the above address, or by phone at (803) 545-3048. For your convenience, applications can be downloaded and filled out electronically. If a hard copy is needed, please call.

TO CITY OF COLUMBIA COMMUNITY PROMOTIONS APPLICANTS:

Please read and review the following documents that are part of the Application Package:

1. Community Promotions Advisory Committee Members
2. Application Guidelines
3. Application Checklist
4. Community Promotions Application
5. IRS Form W-9 (The link for the W-9 form is located at the end of this document)

Applicants seeking Community Promotions funding for fiscal year 2009-2010 must submit completed applications no later than noon the 15th of the month for consideration by the Advisory Committee, and approval by the Columbia City Council. Late and incomplete applications will not be considered.

Please pay careful attention to the application guidelines before you begin your application. If you require further information, please contact Dee Dee Fanning at (803) 545-3048.

GETTING READY: SOME HELPFUL TIPS

Complete the application well in advance of the deadline and SIGN it.

Do not alter the application form or exceed the spaces provided unless directions specifically allow it.

Type your application. Typeface must be at least 10 points or larger.

Be clear, concise, and fit your project summary within the space provided.

Check all materials for accuracy. Check again! Most errors are made due to lack of proofreading.

Keep a copy of your application for future reference.

Notify the City of Columbia of any changes related to your contact person, authorized official, address, phone number, and other pertinent applicant information.

Do not use 3-ring binders, folders, staples, or bind the application or copies in any way other than binder clips or paper clips.

Do not assume that the Community Promotions Advisory Committee will have any prior knowledge of your project.

COMMUNITY PROMOTIONS ADVISORY COMMITTEE

The City of Columbia has established an Advisory Committee to review all applications for Community Promotions. The Advisory Committee considers all applications for funding before forwarding its recommendations to City Council for approval. The Community Promotions Advisory Committee consists of eleven (11) members appointed by City Council.

Ms. Mildred Weathers McDuffie (Chair)	(803) 603-3400
Ms. Candy Waites	(803) 786-3108
Ms. Connie Jenkins	(803) 206-5227
Mr. Harold White	(803) 783-2931
Ms. Sheila Clause	(803) 896-6124
Ms. Sarah Walker	(803) 518-4392
Ms. Emma McGraw Myers	(803) 779-4241
Ms. Patricia Durkin	(803) 254-1507
Mr. John Hutto	(803) 413-5587
Mr. Kirk Bellesen	(803)754-0048
Mr. Aaron Johnson	(803) 376-4839

**CITY OF COLUMBIA, SOUTH CAROLINA
COMMUNITY PROMOTIONS GUIDELINES
FISCAL YEAR JULY 1, 2009 - JUNE 30, 2010**

INTRODUCTION

Before preparing your application, **PLEASE CAREFULLY READ THESE HELPFUL GUIDELINES.** These guidelines are meant to introduce applicants to the purpose and procedures associated with Community Promotions funding. They will also assist you in determining whether your projects and/or programs are eligible for Community Promotions funding.

I. WHO IS ELIGIBLE FOR COMMUNITY PROMOTIONS FUNDING?

- A. Organizations will not be considered by this committee if they are eligible for Accommodations or Hospitality Tax funds. This is due to limited dollars in the Community Promotions account.
- B. All applicants for Community Promotions must have 501(c)3 nonprofit status, or be a not-for-profit organization.
- C. To be eligible for funding, all projects, facilities and events must be located or take place within the corporate limits of the City of Columbia.
- D. All projects must be completed during the fiscal year in which they are funded. Fiscal year 2009-2010 begins July 1, 2009 and ends on June 30, 2010.
- E. Every expenditure made with public funds must benefit the City and/or the citizens of the City of Columbia. Such benefits must satisfy one of the following:
 - 1. Improving the quality of life for citizens of the City of Columbia by providing the public with a positive environment, and promoting Columbia as a safe and fun place to work, live and play
 - 2. Allow Columbia residents to serve as “Ambassadors for the City”
- F. The Community Promotions Committee and Columbia City Council have a great interest in ensuring that the programs funded are representative of the diverse interests and resources found throughout our community. Organizations that have received Community Promotions funds in the past have included, but are not limited to:
 - 1. Arts and Cultural events
 - 2. Sports Groups
 - 3. Social and Civic Organizations

II. PROCEDURES & CONDITIONS FOR FUNDING

- A. The Committee will review each application after receipt, and the applicant will be notified whether any additional information is required.
- B. If your funding request is granted, please be advised that Community Promotions funding carries the following conditions:
 - 1. The City has the right to audit the organizations funded. (Ex: Looking at their books or attending the events.) This includes access to all records of expenditures.
 - 2. Recipient organizations are subject to ongoing evaluations by City staff. The goal of these evaluations is to encourage self-sufficiency for each organization or program funded through the use of additional or alternative funding sources.

III. RULES FOR DISBURSEMENT OF FUNDS

- A. A request for payment should be accompanied with a detailed explanation of how City money is spent. Reimbursement for some projects will be pro-rated over the four quarters based on the project's percentage to total project funds.
- B. Checks will not be released without an IRS Form W-9 and a full budget for the project on file. Please note: Other sources of funding must be included in each project budget.
- C. All records of expenditures (including copies of receipts or invoices) must be submitted to the City within 30 days of disbursement of funds.
- D. All disbursement requests must be received by May 30, 2010 for 2009-2010 fiscal year funding.

IV. INSTRUCTIONS FOR SUBMITTING AN APPLICATION

- A. Completed applications must be submitted no later than **12:00 noon the 15th of the month (or Friday before if the 15th falls on a Saturday or Sunday.)**
- B. Submit your original application and one copy with standard three holes punched to: **City Hall, P.O. Box 147, Columbia SC 29217, Attn: Dee Dee Fanning.**
- C. Original application and copies should include the following required attachments: Detailed project budget, most recent financial statement, W-9 form, 990 tax form (if applicable), and a list of current board members. Use only binder clips or paper clips.
- D. Additional support materials (brochures, videos, etc.) will **NOT** be accepted or considered.

V. REQUESTING MORE INFORMATION

If you have any questions or concerns about Community Promotions funding or the allocation process, please contact Dee Dee Fanning at (803) 545-3048.