



## **Special Service Contract Program Program Description - 2021-2023 Biennium**

### **Purpose:**

Every two years, the Sandy City Council identifies their organizational goals for the coming budget period. Sometimes certain goals can be accomplished more efficiently or effectively by persons or organizations outside city government, typically by these parties using their proprietary expertise or resources in concert with public funding to produce results.

The City of Sandy is making public funding available to **non-profit organizations** that present a proposal to help the City achieve specific City Council goals, identified community needs, or provide a public benefit for the next budget period. The City Council has set aside funding for the furtherance of City Council goals and community needs.

### **Funding:**

Unspent fund balances at the end of a biennium will not be carried forward into future biennia. It is the intent of the City Council to appropriate funds for specific ongoing community services and not fund one-time projects or programs.

### **Process:**

The City of Sandy makes applications available for the Special Service Contract Program in July. If your organization would like to apply for financial assistance, please fill out and submit an application for the Special Service Contract Program, which can be found on the Economic Development Department's page on the City of Sandy website. In order for an application to be eligible for a special service contract, it must meet the following criteria:

### **Criteria:**

1. A clear description of how you propose to accomplish one of the City Council goals, meet a community need, or provide a public benefit. Proposed services or programs must work with existing city programs and services.
2. A description of how much financial assistance you will require to meet that goal along with a financial plan that demonstrates managerial and fiscal competence.
3. A copy of a proposed budget for this project.
4. A narrative describing the demonstrated need for the program or activity in the City of Sandy. Funds may not be used for one-time events, scholarship-type activities, or purchase of equipment.
5. Attach proof that you are a 501(c)3 or otherwise tax-exempt organization.

### **Review Committee:**

A committee made up of city staff, city councilors, and at-large citizens will be designated to review applications and make a recommendation to the City Council. The City Council will approve the final list of applications.

Completed applications may be turned in at the front counter at Sandy City Hall. The City's Special Service Contract Committee will review all applications and select applicants based on the criteria listed above. The City of Sandy reserves the right to ask for clarification of application answers, place additional conditions on these requests for funding and to audit these agreements for compliance as it deems necessary.

The City may request a return of part or all of the funding if agreed-to conditions are not satisfactorily met. Future requests for funding will take past organizational performance and adherence to previous contracts into consideration. The City of Sandy reserves the right to accept, reject, or rebid any service contracts that are not deemed to meet the needs of the community or the contractual goals of the service contract.

**Contract:**

Each special service provider will have a special service contract with a term of two years. Half of the total contract amount will be available each year.

Eighty percent of each annual appropriation will be available at the beginning of the fiscal year, with the remaining twenty percent to be distributed upon demonstration through measures (quality and quantity) that the program has provided public services meeting its goals as delineated in the public service contract.

The disbursement of all appropriations will be contingent upon City Council approval. Special service providers will be required to submit current budgets and evidence of contract compliance (as determined by the contract) by March 31<sup>st</sup> of each contract year.