



**Special Service Contract Program Application**  
**2023-2025 Biennium**

Please submit this application for a special service contract to the front counter at Sandy City Hall **no later than 5:00 PM, Friday, August 25<sup>th</sup>, 2023**. Applications received after the deadline will not be accepted.

**Name of Organization:** \_\_\_\_\_

**Contact Name/Title:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_

**Contact Email:** \_\_\_\_\_

**Name of Project:** \_\_\_\_\_

**Is this a Non-Profit Organization?** Yes \_\_\_\_\_ No \_\_\_\_\_

**Non-Profit Federal Tax Exempt ID Number:** \_\_\_\_\_

**Exec Dir signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The City Council of the City of Sandy has established this Special Service Contract Program (SSCP) to empower non-profit organizations to provide services in Sandy without creating new city programs. The SSCP is designed to help the Sandy City Council achieve their stated goals, provide additional public benefits, and/or meet identified community needs. Criteria for acceptance of an application are found below. Programs or services that help to accomplish current City Council goals will be given additional consideration. The most recently approved City Council goals can be found on the City of Sandy website (<https://www.ci.sandy.or.us/citycouncil/page/2023-25-city-council-goals>).

**Criteria:**

1. Please provide 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. Describe how much financial assistance you will require to fund your proposed service or program along with a financial plan that demonstrates managerial and fiscal competence.
3. Please attach a simple budget for how you plan to use the money requested from this program. Please include any outside funds or in-kind donations of labor or materials – outside funds & in-kind donations are encouraged and will increase the likelihood of application acceptance. *(Funds may not be used for one-time events, scholarship-type activities or purchase of equipment.)*



**Special Service Contract Program Application**  
**2023-2025 Biennium**

4. What performance measures would you suggest as the most accurate measures for tracking the success of your proposed program or service?
5. How does your proposed program or service accomplish the goal you have identified? Please describe your plan of action.
6. Please describe the need for this proposed program or service in the City of Sandy.
7. Is your organization capable of providing the proposed program or service in a scaled down form if your request is not fully funded?
8. Please attach a copy of the determination letter indicating your 501(c)3 status or alternate paperwork showing you are registered as a tax exempt organization.

**Selection Process:**

An SSCP review committee will review all applications, reject those that do not meet the stated application criteria and pass along a list of preferred projects based on available funding to the City Council for final consideration. The City Council will approve the final list of selected applicants.

The City of Sandy reserves the right to place additional conditions on these requests for funding and to periodically 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.