Outside Funding Request Process

The Outside Funding Request Process provides funding for activities that benefit all members of the Ames community. Grant funds are also available through Commission on the Arts, ASSET, and Discover Ames' Ames Community Grant Program. Funds should be requested through the program that best matches the goals of the requesting organization.

Eligibility Criteria:

- Funds may only be awarded to organizations with a Tax ID number for non-profit activities
- Funds provided are to be used for an event or service that is open to the whole community
- ISU organizations requesting funds must be recognized by the Student Activities Center, and any event funded must be open to the public and approved by the ISU Events Authorization Committee.

Preference will be given to requests that achieve the following criteria, listed in order of priority:

1. A program or activity that would otherwise be operated by the City at a greater cost
2. Requests that have broad-based appeal to the community, demonstrated by the number of participants
3. Requests that provide a unique benefit or service to the community
4. Requests that pursue current City Council goals (www.cityofames.org/councilgoals)

Regardless of these criteria, activities previously funded by this program are not guaranteed to be funded in future years. Each proposal must be justified with each new grant request.

Application Process and Additional Requirements:

1. **All sections of the application must be completed to be eligible for consideration.**
2. All applications must be received no later than November 15. Requests will be reviewed by a committee of City staff. The requesting organization may be asked to attend a hearing to discuss its request in detail. Recommendations on all applications will be made to the City Council during its annual February budget hearings. Contracts will be completed upon approval of the City budget in March.
3. Requests for funding may be made at other times of the year in the event that an unforeseen need or opportunity arises that could not be fulfilled using the normal application timeline. To be considered, the applicant must demonstrate why the request could not be made before the normal funding deadline.
4. The City Council reserves the right to deny any request, even if the eligibility criteria are met.
5. Grant awards can make up no more than 50% of the project revenues. Applicants must demonstrate efforts to seek funding from non-City sources. Grant awards may not be used to support a specific activity that is being funded by another source of City funds (e.g., through Discover Ames' Ames Community Grant Program). Other sources of City funds are also ineligible to be used as match revenues.
6. Grant awards are paid by the City on a reimbursement basis for tasks completed. To receive reimbursement for expenses, awardees must submit to the City a payment request form, a summary of expenses, and a final report documenting the outcomes of the event or program. Reimbursement will be made in accordance with the task-drawdown schedule listed in the grant application. Full program requirements will be detailed in the award contract.
7. **City funds must be used for purposes that benefit the public**. Expenses ineligible for funding include: capital improvements, administrative expenses, building renovations, replacement of funding that no longer exists, debt service, anything excluded from purchase through the City's Purchasing Policies (such as alcohol), support for a particular political party, candidate, or platform, general fundraising, organizational dues, memberships, or anything that violates local, state, or federal laws.
8. Funds awarded by the City Council in February will be available for activities starting July 1 and concluding within one year (by June 30).

Outside Funding Request Process Application

Application Information

Is this request sponsored by a student organization? Yes _____ No _____

Organization Name: _____ Date: _____

Contact Person: _____

Contact Mailing Address: _____

Phone: _____ Email Address: _____ Tax ID #: _____

Program/Event Information

What are the goals of this program/event: _____

Date(s) program/event will be held: _____ to _____ Check if continuous or ongoing: _____

Location of program/event: _____

# of individuals involved in program/event planning: _____ # of individuals who will benefit from program/event: _____

Funding amount requested: _____

Has the City of Ames funded this program/event before? _____ If yes, what year was it last funded? _____ If yes, what amount of funding was received? _____

Program/Event Description

Please answer each question below using the space provided.

Explain how this request helps accomplish the goals of this program/event. If you are requesting an increase in funding from the last funding cycle, include an explanation of the enhanced or expanded services you intend to provide with the additional funding:

What efforts have you made to obtain funding from other sources? Include fundraising, dues, and any requests to other City- sponsored programs (e.g., ASSET, COTA, Ames Community Grants Program)

Who will be responsible for ensuring compliance with the funding contract? What are their qualifications?

Budget

Complete your activity budget below with previous fiscal years in columns A, B, and C, and your grant request from the City of Ames in box D10.

		(A)	(B)	(C)	(D)
REVENUE - ALL SOURCES		**FY 24-25 ACTUAL**	**FY 25-26 ACTUAL**	**FY 26-27 ADOPTED**	**FY 27-28 PROPOSED**
1	Fundraising				
2	Membership Dues				
3	Fees Charged				
4	Investment Income				
5	Grants (Private Sector)				
6	State/Federal Funds				
7	ISU or ISU Student Government Funds				
8	Other Gov't or Non-Profit Funds				
9	Misc. (Describe):				
10	**Funding Request from City of Ames**				
11	**Total Revenues**				

EXPENSES		**FY 24-25 ACTUAL**	**FY 25-26 ACTUAL**	**FY 26-27 ADOPTED**	**FY 27-28 PROPOSED**
12	Salary and Related				
13	Occupancy/Rent				
14	Supplies/Equipment				
15	Contractual Services				
16	Promotion/Advertising				
17	Misc. (Describe):				
18	**Total Expenses**				

Proposed Task/Drawdown Schedule

Funds awarded must be used to benefit the general public. On the lines below, describe the tasks you plan to complete using requested funds, the anticipated task completion date, and the amount you will request in reimbursement for that task. The total should add up to your funding request.

Tasks below should be services and programs that will be provided to the public (e.g., individual events, educational programs, improvements to public spaces, etc.). **Tasks should not include costs that primarily benefit the organization** (e.g., administrative expenses, overhead, rent, utilities, etc.). **The organization should consider such internal costs in the overall cost of providing the specific service or program.**

Prioritize the tasks proposed in this list, with the tasks the organization would most like to receive funding for towards the top.

Priority	Task	Participants	Completion Date	Amount
1				
2				
3				
4				
5				
6				
7				
8				
9				
			TOTAL:	

Disclaimer and Submission

By typing in my name below, I certify that my answers are true and complete to the best of my knowledge. I am authorized to submit this application on behalf of the organization named herein.

Name: _____ Title: _____ Date: _____

Submit completed applications to the City Manager's Office, 515 Clark Avenue, Ames, IA 50010. Applications must be received no later than 5:00 p.m. on November 15 to be considered for funding.

City of Ames Grant Application Budget Glossary

1. Fundraising: Funds collected from individual or corporate donations, match donations, or funds voluntarily committed by group members
2. Membership Dues: Funds collected from those individuals or organizations who belong to the entity conducting the activity, usually collected on a monthly or annual basis
3. Fees Charged: Fees collected from members of the public, usually in exchange for participation
4. Investment Income: Funds raised from investment of organization revenue in financial instruments such as stocks, bonds, CDs, and mutual funds
5. Grants (Private Sector): Funds allocated to an organization from grants offered by private companies and interests
6. State/Federal Funds: Allocations or grant funds provided to an organization by state or federal government
7. ISU or ISU Student Gov't Funds: Funds collected from Iowa State University or the ISU Student Government through student fees, tuition, tax revenues, or grants
8. Other Gov't or Nonprofit: Funds from governments other than those already listed in this budget form, including county and school district funds. Also includes any funds allocated by non-profit organizations
9. Misc.: Any other funds not listed above. Describe the source briefly in the space provided
10. **Funding Request from the City of Ames: The funds you are requesting from the City with this application**
11. Total Revenues: The total of lines 1-10. This number should match the expenses total listed on line 18
12. Salary and Related: Expenses for people employed by the organization for this activity, including wages, taxes, social security, unemployment insurance, and other benefits. Contracted workers' fees should be entered in line 15
13. Occupancy/Rent: Expenses for obtaining access to property for operations, storage, or other purposes. This does not include utilities and upkeep, which should be listed in line 15
14. Supplies/Equipment: Anything that needs to be purchased from a vendor in order to complete a project for a program. These items can be disposable or reusable
15. Contractual Services: Services provided by a company or individual that is not a regular employee of the organization. These services are funded on a fee-for-service basis as established in a contract
16. Promotional/Advertising: Expenses such as printing fliers, banners, or posters, or advertising time purchased on television, radio, or other media to promote the event, service, or activity being provided
17. Misc.: Any expenses not listed in a particular category. Describe the expense briefly in the space provided
18. Total Expenses: The total of lines 12-17. This number should match the revenues total listed on line 11