

**Shari Thornes**  
City Clerk

DATE: May 17, 2017  
TO: City Funding Applicant  
FROM: Shari Thornes, Brookings City Clerk  
RE: Application Process

The City of Brookings is now accepting applications for city funds for the 2018 City Fiscal Year. All outside entities receiving city funds are required to complete the enclosed application.

All proposals must be submitted in accordance with the City's budget cycle schedule and proposal format. Please note that requests may only be made during this period of time. No mid-year funding requests will be heard by the City Council.

Three complete sets of the application and other required documents must be submitted to my office at the Brookings City & County Government Center, 520 Third Street, Suite 230, PO Box 270, Brookings, SD 57006 not later than **5:00 p.m. on, Monday, June 19, 2017.** A full electronic set is also required. Email the application packet in its entirety to [sthornes@cityofbrookings.org](mailto:sthornes@cityofbrookings.org).

If you have any questions, please email me at [sthornes@cityofbrookings.org](mailto:sthornes@cityofbrookings.org).

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**APPLICATION FOR CITY FUNDS  
BROOKINGS, SD**

**Mission Statement**

The City of Brookings is committed to providing a high quality of life for its citizens and fostering a diverse economic base through innovative thinking, strategic planning, and proactive, fiscally responsible municipal management.

**Application Process:**

The Brookings City Council evaluates program-funding proposals on an annual basis for funding in the following calendar year. The City's fiscal year is January 1 to December 31. Proposals must be submitted in accordance with the budget cycle schedule and proposal format outlined below. Please note that requests may only be made during this period of time. **Completed applications must be received on or before June 19, 2017.**

**City Budget Cycle Schedule:**

June 19, 2017	Deadline to submit completed funding proposal to City Clerk (early submission is encouraged)
June	Preliminary meetings with City Manager upon invitation
August	Council review of budget
September	Council adoption of budget
October	Notification of funding

**Applicant Qualifications:**

Applicant must be located or provide services within the city of Brookings.

Funding requests from individuals, religious or political groups are ineligible.

Funding requests from qualified organizations outside of the funding timeline prescribed therein will not be considered.

### Proposal Requirements:

1. Completed funding application.
2. Cover letter signed by the senior administrative official that briefly describes the project and funding request.
3. Narrative statement of program.
4. Most recent audit.
5. Most recent budget.
6. List of current board members of Board of Directors.

### Submission Instructions:

Please read the application form carefully and refer to the *Proposal Requirements* for clarification. All information should be entered in the space provided or “not applicable” inserted. Incomplete applications will not be considered.

- All proposals must be typed.
- Submit **three** (3) full sets of the completed application packet. Application packets should be assembled with a manila folder or clip; **do not use plastic covers or binders**. Do not send program videotapes or architectural renderings. Materials submitted will not be returned. Mail or deliver completed application packets to Shari Thornes, Brookings City Clerk, Brookings City & County Government Center, 520 Third Street, Suite 230, PO Box 270, Brookings, SD 57006.
- A full electronic set is also required. Email the application packet in its entirety to [sthornes@cityofbrookings.org](mailto:sthornes@cityofbrookings.org).
- **Deadline: June 19, 2017**

### Budget Hearings:

Brookings City Council budget meetings are held in July, August, and September and are open to the public. Applicants are encouraged to attend all budget meetings to remain informed during the process. However, applicants may or may not be invited to make a presentation on their funding proposal. Applicants should be prepared to answer questions based on the application. All proposed handouts must be provided to the City Clerk in advance for approval and distribution. Direct distribution of materials to the City Council members is not permitted. Final action on the budget occurs at the last Council meeting in September.

### **Subsidy Agreement and Reporting Requirements:**

If awarded funding, the City of Brookings requires all recipients of municipal funds to enter into appropriate agreements that identify the reason for the subsidy, the public purpose served by the subsidy, subsidy payment schedule, final the specific performance measurements to be attained, and final reporting on outcomes. Failure to provide final reporting of funds and all other required reports will make applicant ineligible for future subsidies.

All agreements and reports shall be timely prepared and filed with the City Clerk. Failure to comply with any of these requirements may result in the revocation of the requested subsidy as well as fines, repayment requirements, and a determination that the organization is ineligible for future municipal subsidies for a period of years.

### **Compliance with Americans with Disabilities Act and City of Brookings ADA Policies Required as Condition of Funding**

Title II of the ADA prohibits public entities from discriminating against or excluding people from programs, services, or activities on the basis of disability. The standard against which programs and services will be measured for the purpose of ADA compliance is one of overall program accessibility: all City of Brookings programs, services, and activities, when viewed in its entirety, must be readily accessible to and usable by individuals with disabilities.

Therefore, the City of Brookings requires all city-owned and/or funded new, remodeled, and retrofitted facilities comply with the requirements of the federal Americans with Disabilities Act guidelines and all City ADA related policies.

#### **CITY POLICY: “Automatic Door Openers Required in New Construction, Remodels, and Retrofits of City Owned or City Funded Facilities.”**

The City of Brookings recognizes automatic door openers can provide improved access to its services for all citizens, including those with disabilities. Therefore, automatic and/or manual (push-button) door openers will be required in all new construction, remodel, or retrofit of city owned or city funded facilities. Automatic door opening devices, in compliance with ADAAG requirements, must be installed in primary entrances closest to the accessible parking.

#### **CITY POLICY: “Use of Platform Lifts Prohibited in New Construction, Remodels, and Retrofits of City Owned or City Funded Facilities.”**

Although the ADAAG, Section 1109.7 Lifts, states that platform (wheelchair) lifts are permitted to be a part of a required accessible route in new construction in some circumstances, the City of Brookings recognizes that platform lifts typically result in a separate, stigmatizing experience for people who use them, a situation that violates the spirit of the ADA as well as the principles of universal design.

Therefore, platform lifts (also referred to as mechanical lifts or wheelchair lifts) will not be allowed in the new construction, remodel, or retrofit of city owned or city funded facilities. Elevators or ramps must be provided as a means of access.

**CITY POLICY: “Family Restrooms Required in New Construction, Remodels, and Retrofits of City Facilities and Parks.”**

In addition to men’s and women’s restrooms, the installation of a family or “unisex” restroom is recommended, not required, by the Americans with Disabilities Act. The City of Brookings recognizes that all citizens can benefit from a family restroom in city facilities. A family restroom provides flexibility by meeting the needs of many people while providing a private environment. For this reason, the City of Brookings will require all new construction, remodels, and retrofits of all City owned and/or city funded new facilities include the installation of a family restroom in addition to compliance with all other requirements of the federal Americans with Disabilities Act guidelines.

The City ADA Compliance Officer will review and approve the project scope, final plans, and bid package of all new construction, remodels, and retrofits of City owned and/or funded facilities. The scope and budget development of capital improvement projects will include the identification of ADA needs related to these projects to ensure compliance and accessibility standards.

Compliance with these policies is a condition for acceptance of the funding. For more information regarding these policies and procedures, please contact Shari Thornes, City ADA Compliance Officer, at 605-692-6281.

**Return completed applications to:  
Shari Thornes, Brookings City Clerk  
520 3<sup>rd</sup> St., Suite 230  
Brookings, SD 57006  
(605) 692-6281 -- [sthornes@cityofbrookings.org](mailto:sthornes@cityofbrookings.org)**

**City of Brookings, South Dakota**  
**APPLICATION FOR CITY FUNDS**

**Mission Statement**

**The City of Brookings is committed to providing a high quality of life for its citizens and fostering a diverse economic base through innovative thinking, strategic planning, and proactive, fiscally responsible municipal management.**

**Applicant Information:**

1. Applicant: \_\_\_\_\_  
address \_\_\_\_\_  
telephone \_\_\_\_\_  
fax \_\_\_\_\_  
email address \_\_\_\_\_
  
2. Contact (individual responsible for the project):  
name \_\_\_\_\_  
title \_\_\_\_\_  
address (if different) \_\_\_\_\_  
telephone \_\_\_\_\_  
fax \_\_\_\_\_  
email address \_\_\_\_\_
  
3. Applicant is:
  - nonprofit organization
  - government agency
  - for-profit business
  - an individual
  - other \_\_\_\_\_
  
4. Amount Requested: \$ \_\_\_\_\_

**Brief History of Organization/Applicant:**

If the applicant is a nonprofit organization, please state its mission. For a for-profit business, state the nature of the business.

Description of services provided and persons served.

Provide a description of the program characteristics which distinguish it from others in Brookings.

Identify the key issues facing your organization at this time.

## Summary Project Description

Provide the name of the project or program and describe in it in 50 words or less.

Location of project or program:

Date(s) of implementation:



## **Project Summary:**

(Attached narrative not to exceed 5 typed pages in 12 point font and 1 inch margins)

1. State the project and/or program's purpose, significance, ownership, schedule and anticipated outcomes.
2. Discuss how the project will help your organization position itself to respond more effectively to the KEY issues described under the organizational information section on Page 4.
3. Does this project replace another facility or program? Are there similar programs in Brookings or serving the City of Brookings?
4. Outline total project costs, funds requested from city, and funds to be provided by other sources.
5. Provide reliable information and projections indicating direct net impact on future city operating funds and budgets for five years.
6. Describe efforts for securing funds from other non-city sources. Is your organization eligible for grants for matching funds?
7. Will the project benefit sales tax revenue in the City and if so, in what way? Is the impact measurable and, if so, what is the estimated impact on sales tax revenues?
8. What is the economic benefit to the community other than tax revenues?
9. What effect will the completed project have on the organization's overall budget?
10. List other Brookings agencies or organizations that interact and cooperate with your organization.
11. Describe and quantify users and/or beneficiaries of the project. How many families/businesses does this program serve or affect?

12. Describe measurable goals and performance measurements that you intend to accomplish in the next year and two years. The performance measurements should:
- A. Be based on program objectives that tie to the organization's goals and program mission or purpose;
  - B. Measure program results or accomplishments;
  - C. Provide for comparisons over time;
  - D. Measure efficiency and effectiveness;
  - E. Be reliable, verifiable and understandable;
  - F. Be reported internally and externally;
  - G. Be monitored and used in decision-making processes; and
  - H. Be limited to a number and degree of complexity that can provide an efficient and meaningful way to assess the effectiveness and efficiency of key programs.

### Certification

Acting as the duly authorized representative for the described project and its sponsoring organization/agency/business, I certify the information submitted is correct to the best of my knowledge and belief and submit this request for funding to the City of Brookings.

Name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## City Council & Staff Criteria for Analyzing Applications

1. Awards need to address one or more of the following categories:
  - Affordable Housing
  - Arts & Culture
  - Youth Development
  - Diversity
  - Economic Development
  - Education & Literacy
  - Environment
  - Government Stewardship
  - Health
  - Parks, Recreation & Open Spaces
  - Partnerships
  - Preservation/ History
  - Safety
  - Transportation/Transit
2. The Effect on the Citizens
  - a. Will services improve?
  - b. Will members of the public find satisfaction with the program or facility?
  - c. Does the action contribute to a diverse economy in Brookings?
  - d. Does the action contribute to a high quality of life in Brookings?
  - e. Does applicant adequately describe consequences if program or service is not funded?
3. Financial Impact
  - a. Impact to current operating or capital budgets.
  - b. Impact to Capital Improvement Plan.
  - c. Impact to Cash Flow.
  - d. Impact to future Budgets and Plans.
  - e. Duration of funding commitment.
4. Staff Review
  - a. Is there a management recommendation?
  - b. Is the request or proposal able to be met and/or implemented?
  - c. Impact on Council Goals and Ends Policies.
  - d. Impact on Departmental Goals.
  - e. Has it been adequately researched by staff and presenter?
  - f. Does it require a change in policy?
  - g. Have those affected been involved?
  - h. Has the proper committee, if necessary, been involved?
  - i. Evidence of clearly defined performance measurements.
5. Agreement to comply with all City ADA Policies. Policy is included in application packet. (Acceptance of an award in any amount requires compliance with City ADA policies.)