



SPECIAL EVENTS FUNDING/DONATION REQUEST PROGRAM INFORMATION GUIDE

Organizations or individuals seeking funding from the City of Margate must complete a Special Events Funding/Donation Request Application.. For requests that are not specifically listed in the City budget, the amount requested cannot exceed \$2,000, nor the maximum amount available in the donation accounts of individual City Commissioners. Organizations and individuals may apply for only one donation each fiscal year. In order to apply for a donation, the Organization or individual must submit the application and necessary documentation on the applicable City form

All funding requests must demonstrate a public benefit (educational, economic, health, etc.) to the City of Margate and its citizens. If the requestor is an individual, the individual must be a City of Margate resident. For individual requests, registration fees associated with a school, program, or event shall be paid directly to the sponsoring entity, if possible. If the requestor is an organization, the organization must:

- Be a not-for-profit organization, either with Articles of Incorporation filed with the Florida Department of State, or for those not-for-profit organizations formed within another state, the organization must be registered with the State of Florida as a foreign corporation.
- Be in existence and operating within the State of Florida for at least twelve (12) months prior to the date of application to the City for a donation.
- Submit in addition to their application: (1) a copy of their 501(c)3, 501(c)4, or 501(c)6 notification letter; (2) a copy of their current Form 990 (if your organization is required to file this document); (3) a copy of their last completed audit; and (4) annual budget.

All funding request applications will be reviewed by the City Manager's office for sufficiency in meeting program requirements. Organizations that are listed in the City Budget as a line item, that have submitted their annual application and meet program requirements, shall have their donation request processed for payment by the City Clerk's Office. No further City Commission action shall be required.

Funding applications that are for funding that is not included in the City's budget as a line item shall be provided separately to each City Commissioner. Each City Commissioner may consider utilizing their individual donation account to fund a request. Following a review of the application, the City Commissioner will then notify the City Manager's Office, if he/she would or would not like to fund an application. Any communication from a City Commissioner to the City Manager, related to a funding request, shall not be copied to the other City Commissioners.

If only one Commissioner notifies the City Manager that they will fund the request, the request shall be funded from the donation account of that Commissioner. If more than one City Commissioner is interested in funding a donation request, in whole or in part, the funding application shall be presented to the City Commission at an upcoming City Commission meeting. The City Manager shall place on the City Commission agenda, as a discussion and possible action item, for the Commission to decide which City Commissioner will fund the request. The City Clerk will provide the applicant with notice of the date of the

City Commission meeting at which the funding request will be considered. **Applicants are strongly encouraged to attend the City Commission meeting in which their request is to be heard, in order to provide additional information about their request as needed. Failure to attend the meeting may cause the request to be denied or tabled by the City Commission.** All decisions of the City Commission are final. If either a City Commissioner, or the City Commission approves funding, the approved amount will be provided to the organization or individual.

Please note that the organization or individual will need to submit an affidavit, which is provided by the City, no later than two weeks after the event/expenditure. In addition, the City may also require that the organization or individual submit reports of service delivery/expenditures of any funds and/or receipts may be required. Furthermore, all individual recipients are requested to provide/present photographs/details following the event/expenditure at a public meeting. If an organization or individual is awarded a donation for a particular purpose/event, and the event is canceled, a full reimbursement to the City is required.

Organizations or individuals that have failed to meet a reimbursement obligation in previous years or additional conditions of approval will not be eligible for future consideration until all prior obligations have been fulfilled.