

LOWER MACUNGIE TOWNSHIP GRANTS/DONATION POLICY

Adopted July 2, 2009

WHEREAS, the Board of Commissioners of Lower Macungie Township recognizes that the Township does not have the ability to address all of the public health, safety and welfare needs of its citizens; and

WHEREAS, the Board of Commissioners recognizes that there exist numerous community organizations within the Township that provide important services to the citizens of the Township and help protect the public's health, safety and welfare; and

WHEREAS, it makes more financial sense to contribute funds to these community organizations rather than duplicating their services on a governmental level; and

WHEREAS, under Section 1502.52 of the First Class Township Code (53 P.S. §56502.52), the Township has the power to adopt all such ordinances, by-laws, rules and regulations not inconsistent with or restrained by the Constitution and the laws of this Commonwealth as may be deemed expedient or necessary for the proper management, care, and control of the Township and its finances, maintenance of the peace, good government and welfare of the Township and its, commerce and manufacturers; and

WHEREAS, the Board of Commissioners has determined that the Township needs to establish a set of rules to guide the grant of any financial contributions to community organizations within the Township.

NOW, THEREFORE, the Board of Commissioners enacts and adopts by Resolution, the following rules and regulations concerning the granting or donation of funds to local community organizations.

1. Definitions of Types of Services, Programs, Projects, and Events

Civic – Promoting, providing opportunities for, and/or developing community well-being and/or the betterment of citizens through volunteer-base service activities.

Cultural – Promoting, providing, or developing an awareness of and/or stimulating participation in artistic or intellectual activities.

Recreational – Promoting, providing, or developing sporting and/or leisure activities and opportunities that enhance physical or mental well-being.

2. General Grant Requirements

- a. Each grant is a single year commitment and subject to availability of funds.
- b. Grants may be awarded for a specific cultural, civic, or recreational services, programs, projects, or events or for a capital project or operational support.
- c. The following community organizations can apply to the Lower Macungie Township Grant/Donation Program:
 - Cultural, civic, or recreational organizations based in Lower Macungie Township.
 - Cultural, civic, or recreational organizations not based in Lower Macungie Township, but which serve the residents of Lower Macungie Township through locally-based services, programs, or events.
- d. Grant Applications must satisfy the following threshold requirements to be considered:
 - The requesting organization may not be delinquent on any Township or School Taxes.
 - The requesting organization must be recognized as either a non-profit organization under Section 501(c) of the Internal Revenue Service Code or a non-profit organization affiliated with a municipality.

3. Application Procedures

- a. The Township will award two different types of Grants, Block Grants and Project Grants. Block Grants are funds given to organizations to be used at their own discretion. Project Grants are funds specifically given to an organization to cover the costs for a specific project, program, or event.
- b. All organizations seeking either type of Grant must file a Grant Application with the Township. This Application shall include a completed Township Grant Application Form, along with all necessary supporting documentation. An Application is not considered complete and will not be reviewed until an Application Form has been fully filled out and signed and all the supporting documentation necessary for the Township's review of the Application has been provided to the Township. The Township has complete discretion over whether or not any Grant Application is considered complete and ready for review.

- c. The following items must be submitted along with a completed Township Grant Application Form:
- A complete history of the organization, including information regarding its founding, its goals and purposes, its accomplishments, and any other information relevant to the Application. If the organization has provided this information in previous Applications, only new or updated information needs to be supplied.
 - A full list of the managing staff of the organization including all members of its Board of Directors, Board of Trustees, or similar governing body. If the organization has provided this information in previous Applications, only new or updated information needs to be supplied.
 - The most recent audited financial statement.
 - The organization's current unrestricted fund balance.
 - A list and description of programs that could receive money from a Block Grant or a full description of the service, project, program, or event that would receive money from a Program Grant.
 - If the Grant is for a capital improvement, a complete description of the improvement, including plans and drawings, and a narrative of why this improvement is necessary and how this improvement shall benefit the Township and its residents.
 - Number of Township residents served by the organization receiving a Block Grant or by the service, project, program, or event receiving a Program Grant.
 - The geographic area served by the organization receiving a Block Grant or by the service, project, program, or event receiving a Program Grant.
- d. Full and complete Grant Applicants shall be filed with the Township no later than September 1 to be considering for the following fiscal year.
- e. In addition, Applicants who have been awarded Program Grants shall provide the Township with invoices for the costs that the organization is seeking to be covered by the Grant prior to this Grant money being released.

4. Evaluation of Application

- a. Grant Applications will be evaluated by the Board of Commissioners based upon to the following 10 criteria:
 - Actual number people served;
 - Actual geographic service area;
 - Grant dollar sought per person served;
 - Cultural value to the Township;
 - Education value to the Township;
 - Community involvement in planning and programming;
 - Appeal to diverse constituencies;
 - Ratio of private dollars to Grant dollars requested;
 - Administrative ability of the organization, including the organization's track record for success; and
 - Economic impact of the particular project, program, or event on the Township.
- b. The Board of Commissioners shall give additional consideration to community organizations based in the Lehigh Valley that obtain matching support from County governments or other local municipal governments.
- c. The Board of Commissioners shall give additional consideration to those community organizations that have been serving the Township and Township residents for more than 10 years.

5. Distribution of Funds

- a. The Board of Commissioners shall review all Applications as a part of the budget process for the next fiscal year.
- b. Grants shall be awarded in conjunction with the Board of Commissioners approval of the budget. The Township shall inform all Applicants of the Board's decision concerning their Application no later than January 31st of the year following the timely submission of the Application.
- c. Once the Application is approved and the funds budgeted for, the Applicant may request the funds be distributed at any time during that fiscal year. Funds that are not requested to be distributed and are not released by December 31st of the current fiscal year are lost to the Applicant. Failure to request the distribution of approved funds shall be taken into consideration by the Board of Commissioners when reviewing subsequent Grant Applications by that Applicant..
- d. A list containing all of the organizations who have received grants, the amount of each grant received, and the year the grant was received shall be maintained by the Township.

6. Administrative Provisions

- a. The decision whether or not to approve any Grant Application or to provide any grant monies to any organization remains within the complete discretion of the Board of Commissioners. The Township is under no obligation to award any grants for any particular calendar year, even if funds are budgeted for grants. The fact that an applicant meets all of the above-listed requirements to receive a grant does not in any way provide such applicant with the right to receive the requested grant nor obligate the Township to award the requested grant. The above procedures are merely guidelines, and this Policy does not establish any rights or obligations in regards to any of the parties involved in this process.
- b. The Board of Commissioners retains the right to amend, supersede, or abolish any or all of the provisions contained within this Policy at any time.
- c. Any funds awarded under this Policy are separate from and addition to the funds allowed to be specifically awarded to the following organizations under the First Class Township Code: civic associations; national guard units; hospitals; veterans' home associations; community nursing services; non-profit historic associations or corporations; non-profit art corporations; neighborhood crime watch programs; drug and alcohol abuse programs; watershed associations; and emergency services.