

City of Ocala



Community Cash Sponsorship Policy

Prepared by the Office of Business & Financial Services

Administrative Policy & Procedure

1.1 Purpose

The purpose of this City Council Policy is to set forth the procedures for the City of Ocala to provide funding for non-profit, tax exempt, government, or for-profit community support organizations and/or events.

1.2 Roles and Responsibility

Administration

The City will prioritize funding requests based on the three funding categories:

- 1) grant match and
- 2) non-grant match or other requests
- 3) event sponsorships

The grant match category will be given priority for funding over non-grant matches, event sponsorships, and all other requests. Similarly, events held within the city limit will be given priority over events held outside the city limits. The City Council will appropriate a maximum combined allocation for the three funding categories annually based on available revenue. This policy and funding cap applies to all cash sponsorship requests received by any department in the City. This cap, to be shared per Council discretion, will be set during the course of the normal budget cycle. The individual funding requests will be prioritized, reviewed, and presented by the Office of Budget & Finance after the cap has been set and following budget adoption. Once the funds are exhausted, all further requests will be denied and the applicants may reapply the following fiscal year.

- a. Any organization wishing to apply for funding from the City of Ocala must complete and file an application for funding by the submission deadline set for the next Fiscal Year budget. The deadline will be the first Monday in May. Application forms are available in the Office of Budget & Finance or online at the City's website.
- b. The information provided by the applicant will be reviewed by the Office of Budget & Finance for completeness. If the applicant has supplied all the necessary information, the application will be cataloged for consideration during the budget process.
- c. The City Manager will submit all funding requests as part of the City Budget to the City Council for their review and consideration to accept or deny the funding request. If approved for funding by the City Council, a miscellaneous appropriations agreement will be required between the two parties.
- d. The maximum amount available to a single organization in category 1 or 2 is \$10,000. The maximum amount available to a single organization in category 3 is \$50,000.
- e. Funding by the City to an organization shall not impose or create any future obligation by the City for ongoing support.

1.3 Submission Requirements

All applicants are required to submit the application by the required deadline.

- a) Incomplete applications will not be considered.
- b) Applicants may submit additional information related to the funding request.