



## MEMORANDUM

**To:** Mayor and City Council

**From:** Mike Land, City Manager

**Date:** January 14, 2025

**Reference:** Discussion regarding the Service Organization process.

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Mayor Wes Mays will lead a discussion regarding the Service Organization process. The current guidelines are enclosed.



## **Guidelines for Requesting Funding Assistance for Non-Profit Arts and Social Services Organizations**

The City of Coppell will consider funding requests related to social service care provided by non-profit organizations to the citizen of Coppell.

The City of Coppell will consider funding requests related to the encouragement, promotion, improvement, and application of the arts.

To be considered for financial assistance from the City of Coppell, the organizations must:

- Be a non-profit 501(c) (3) with written documentation from the IRS
- Provide a service to residents of Coppell
- Fulfill the requirements as stated below in the guidelines
  - Failure to provide requested information may result in funding being denied

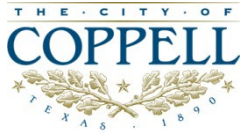
### **Requirements:**

- I. Please complete the enclosed application form.
- II. Attach the following information:
  - List of Board of Directors, including addresses of residence
  - Literature about your organization, including sponsorship packages, if arts related.
  - Information regarding your organization's role in providing service to Coppell residents.
  - Annual budget and operating report (summary of funding sources, services & activities.
  - A recent annual audited financial statement containing statements of assets, liabilities, and fund balances.
    - If this is not available, an IRS 990 is acceptable
  - Written verification of non-profit status from the IRS.
  - Notarized Expenditure Summary: A summary of how the Service Organization (SO) expended the previous year's grant funds. The summary will be notarized and signed by an appropriate representative of the SO.
- III. To be considered, application packets must be submitted by **April 28<sup>th</sup>** of the current year:

City of Coppell  
Strategic Financial Engagement Department  
Attn.: Jesica Almendarez  
255 Parkway Blvd.  
Coppell, TX 75019

If you have questions, please contact:

Jesica Almendarez  
Budget Officer  
(972) 462-5305  
Jesica.Almendarez@coppelltx.gov



**City of Coppell  
General Guidelines  
Non-Profit Services Organizations Funding**

The City of Coppell will consider funding requests from non-profit social service organizations rendering social care to the citizens of Coppell. These requests will be considered annually on an individual case-by-case basis.

- 1) Funding request from non-profit social service organizations funding will be reviewed and considered during the annual budget workshop. Organizations submitting first-time request, or current funding recipients requesting over \$20,000 and an increase exceeding 50% from the prior year's allocation, will be required to make a presentation to the Mayor and Council.
- 2) Eligibility Requirements:
  - a) Must be a non-profit 501 (c) (3) organization with documented proof from the IRS.
  - b) Provide all requested documents, complete the attached application, and submit no later than April 28<sup>th</sup> of the current year.
- 3) Eligible social service care activities for funding consideration included senior services, children and youth services, disabled person assistance, health and mental health services, crisis, and financial services, victim's assistance, substance abuse, and other related social services as approved by the Mayor and Council on an individual basis.