



POLICY FOR GENERAL FUND APPLICATION/REQUEST

This document was prepared to provide a framework for agencies applying or requesting funding from the City of Copperas Cove General Fund.

Application Process

- Agencies must attend the Funding Request Introduction meeting on March 8.
 - A fully completed application shall be submitted to the City of Copperas Cove Budget Department between March 9 and April 5.
 - An annual request or application is needed to be considered eligible (Exhibit 1).
 - If requesting funds for multiple activities/programs, multiple applications are required.
 - If the same activity/program occurs on multiple dates, only one application is required for the activity/program with each date listed.
 - Provide adequate justifications and supporting documentation.
 - Agencies must meet with the City's Budget Committee to review the submitted funding request. The meetings are scheduled in April. Based on the application, the Budget Committee will make a recommendation to City Council.
 - PowerPoint presentations to be completed by the outside agencies shall be submitted to the Budget Office by May 31. These presentations must be in power point format.
 - Applicant shall give a presentation to the City Council during a regularly scheduled City Council meeting in June. Presentations are limited to a maximum of ten (10) minutes and should include the purpose of the request, how the request meets the public purpose (that it is of benefit to all taxpayers in the community), and if City funds have been used in the past, the results of the use of those funds.
 - All funding decisions are made by the City Council and are subject to availability of funds.
 - Applicants will be notified by October 1 of the City Council's decision on funding by the Budget Office.
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- If an agency is granted funding from the General Fund, allocated funds are only released during the city's fiscal year (between October 1 and September 30).
- Requests to release appropriated funds must be submitted to the City.
 - Submit no later than 60 days after the funded event.
 - Requests must be in the form of a request letter or invoice.
 - A fully completed post event form shall be submitted to the City of Copperas Cove Budget Office (Exhibit 2).
 - Supporting documentation must accompany each request (cancelled checks, invoices, activity/program literature, etc.).
 - Allocated funds greater than or equal to \$10,000 will be released on a reimbursement basis only and the organization will be required to submit an audit (Agreed Upon Procedures - AUP) by a third party at the conclusion of the activities/programs or at the end of the organization's fiscal year, whichever occurs first.
 - An agency can request an interim/advance payment for eligible expenses, contingent upon submitting an audit at the conclusion of the activities/programs or at the end of the organization's fiscal year, whichever occurs first.
 - Audit (Agreed Upon Procedures - AUP) performed by a third party is considered an eligible expense and can be added to the payment request, if the total amount requested does not exceed amount allocated.
 - Presentations to City Council are required prior to the release of funds.

Contact should be made with the Budget Office for discussion of actual calendar dates of application process.

General Fund Non-City Organization Reimbursement Request Checklist

Before submission of payment request please check the submission calendar for submission dates to know when you will be scheduled to present at the city council meeting.

- General Fund Post Event Form – Exhibit 2 (must be submitted within 60 days after the event)
- Request letter/invoice (must include supporting documents (payroll timesheets, bank statements- proof of payment, invoices, activity/program literature, etc.)
- Third party audit (if requested funds are over \$10,000 a third-party audit must be performed)
- Post event presentation to City Council to request the funds

Please let the budget office know if you have any questions.

