



Small Town. Real Life.

CITY OF DUVALL GRANT FUNDING OPPORTUNITY FOR 2023

ECONOMIC DEVELOPMENT & TOURISM

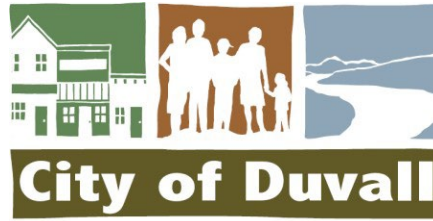
The City of Duvall is accepting grant funding applications for Non-Profit Economic Development and Tourism that will benefit Duvall businesses and support tourism in Duvall during 2023.

The mission of the City of Duvall's Economic Development and Tourism Non-Profit grant program is to distribute funds to non-profit organizations that support the City's goal of maximizing and fostering the economic prosperity of the residents and businesses of Duvall. This policy supports the City of Duvall in taking positive action to (1) promote the City of Duvall as a visitor destination to enhance tourism; and (2) enhance Duvall's economic health by attracting, creating, expanding, and retaining businesses in Duvall.

A copy of the "Non-Profit Economic Development and Tourism Funding Application and Policy" may be obtained at the City's website, www.duvallwa.gov, or by emailing cityclerk@duvallwa.gov. You may also call 425-788-1185 to request an application packet.

This newly-adopted policy will be implemented out-of-cycle from the official policy and timeline for 2023. To be considered for 2023 grant funding, the grant request must be received via email to cityclerk@duvallwa.gov or in the drop box at City Hall by June 1, 2023.

EXHIBIT A



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Comprehensive Financial Management Policies

Policy to Support Non-Profit Grants to Support Economic Development and Tourism

Goals and Objectives

The mission of the City of Duvall's Economic Development and Tourism Non-Profit grant program is to distribute funds to non-profit organizations that support the City's goal of maximizing and fostering the economic prosperity of the residents and businesses of Duvall. This policy supports the City of Duvall in taking positive action to (1) promote the City of Duvall as a visitor destination to enhance tourism; and (2) enhance Duvall's economic health by attracting, creating, expanding, and retaining businesses in Duvall.

City Funding of Program

Funding shall be provided by allocating General Fund resources available after meeting debt service, operating, and reserve requirements. Funding for Economic Development and Tourism through non-profits shall be allocated as part of the biennial budget process. Fund disbursement shall be reimbursed unless approved otherwise by the City Council in accordance with RCW42.24.080 and SHB2639 as related to advance payments and contractual obligations. The programs supported must provide services that directly relate to launching, creating, expanding, attracting, and retaining business in the City of Duvall or which advance Duvall as a tourist destination.

Organizations Eligible for Economic Development and Tourism Funding

Eligible organizations shall meet all the following to be considered for economic development and/or tourism funding by the City of Duvall:

- a) Must provide direct services that:
 - i) create, retain, and/or expand businesses with a community focus; or
 - ii) create, retain, and/or expand small businesses by offering a program to small businesses; or
 - iii) promote the City of Duvall as a visitor destination; or
 - iv) enhances the City of Duvall's economic standing and reputation as a community that supports innovation, entrepreneurship, or business development.
- b) Provide the services within the boundaries of the City of Duvall and, secondly, directly to the City of Duvall residents within the boundary of the Riverview School District.
- c) Recognized as an IRS 501c3 non-profit entity by the Internal Revenue Services or registered with the State of Washington as a non-profit organization for Washington business license purposes, regardless of religious or fraternal affiliation. Staff will independently verify each organization's non-profit status.

To be considered for follow-up funding, the applicant must provide the City Council with a written report on using prior awarded City funds. The report shall contain information on how the funds were spent and the number of

City of Duvall residents served.

Application Process: Each organization shall submit an annual application for review and consideration. Each applicant shall provide the following information in the application or as an attachment:

- a) Name and Address of the organization.
- b) Contact information.
- c) Amount of funding requested.
- d) The purpose of the funding.
- e) A brief description of the organization, its governing structure, and philosophy.
- f) Other supporting information that will aid in the determination of eligibility, partnerships, and support.
- g) Proof of non-profit status, either IRS letter of determination or State of Washington registration.
- h) A copy of the most recent financial statements, most particularly operating or "profit and loss" statements.
- i) A list of the governing body members.

Scoring Process: Each application shall be evaluated based on the following criteria:

- a) The purpose for which funding is requested, i.e., must meet City's economic development or tourism goals.
 - i) Applications must be directed to generating increased tourism from outside the City of Duvall, resulting in benefits to tourism sector businesses within the City of Duvall; or
 - ii) Applications must be directed to attracting, creating, retaining, or expanding businesses or business opportunities in the City of Duvall.
- b) Service area / organizational structure of applicant.
 - i) Emphasis on volunteer organization over structured, professional organization.
 - ii) Emphasis on providing services for the City of Duvall residents.
 - iii) Emphasis on the low operating cost-to-benefit ratio.
 - iv) Complied with City reporting requirements if repeat applicant.
- c) Quality of the Application
 - i) Program is clearly described.
 - ii) Evidence is provided to show that the applicant understands its core business targets or tourism audience.
 - iii) Potential impacts and/or targets are explained, and an evaluation methodology is provided to clarify whether the impacts or targets were felt after the project.
 - iv) Program/project is innovative.
 - v) Evidence is provided on collaborative efforts and community support, and inclusion development.
- d) Available resources and partnerships.
 - i) The funding provided by the City of Duvall shall not be the sole source of funding for the agency. The

agency must demonstrate that at least 50% of its total funding, including in-kind services, is based upon other sources.

- ii) Agencies must demonstrate that sufficient funding is available for the projects to be completed or accomplished as proposed.

Ineligible Expenses: The following expenses are NOT permitted with Economic Development and Tourism funds and may NOT be included in any application and/or proposal:

- a) Activities that are already complete
- b) Travel and Mileage
- c) Religious or political activity
- d) Programs in facilities not accessible to persons with disabilities
- e) Tuition Assistance
- f) Lodging
- g) Contributions to trusts or endowment funds, or gifts or donations
- h) Profit-making organizations or ventures
- i) Replacement of deficit funds
- j) Ticket subsidy programs
- k) Penalties, fines, late fees, overdraft fees/finance fees
- l) Salary bonuses

Grant Amounts: Grant awards shall be limited to amounts of \$15,000 or less.

Key Dates:

- a) **Application openings** will be announced on the City's website and social media on February 1.
- b) **Applications are due by March 15.**
- c) Applications will be reviewed for completeness and presented to the **Economic Development Committee** of the City Council **no later than March 30**. The Economic Development Committee will rank the applications and determine funding recommendations to Council.
- d) Council shall review recommendations and approve grants no later than the last Council meeting of April.

For the calendar year, this policy is adopted, the cycle shall commence on the first day of the month following adoption and shall be accelerated wherever possible.

Administration

- a) Administration of the Economic Development and Tourism program shall be at the discretion of the Mayor.
- b) Council oversight is delegated to the Economic Development Committee, whose responsibility is to review the applications and recommend to the City Council the eligible applicants and the level of funding for each applicant.
- c) Funding disbursements shall be made in compliance and conformance with applicable State statutes and Attorney General Opinions at the time of the annual awards, **particularly RCW 42.24.080**.
- d) A written agreement for using City funds shall be executed with each agency approved for funding before the distribution of funds.

EXHIBIT B



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City of Duvall Economic Development and Tourism Grants 2023 Application

The mission of the City of Duvall's Non-Profit Economic Development and Tourism Program is to distribute funds to non-profit organizations which support the City's goals to promote the City of Duvall as a visitor destination and to enhance Duvall's economic health by attracting, creating, expanding and retaining businesses in Duvall.

Funds are granted through an unbiased evaluation of the completed funding request applications. For funding, organizations must be private, non-profit organizations either recognized by the IRS as Code 501(c)(3) entities or registered with the State of Washington as a non-profit entity. In addition, public entities that qualify under Section 170(c)(3) of the IRS Code may also apply for funding from the City of Duvall.

The City budgets a total of \$50,000 for 2023 Economic Development and Tourism grants, with each eligible grant limited to a maximum amount of \$15,000. Additional funding may become available through other sources. The City of Duvall reserves the right to grant any amount up to the maximum requested by the applicant.

Application Process

Please submit the following:

- Economic Development and Tourism Grant Funding Application and attachments.
- Proof of your organization's non-profit status by providing the following:
 - A copy of the IRS determination letter or
 - State of Washington registration.
- A copy of your most recent financial statement or current budget.
- A list of your board of directors.

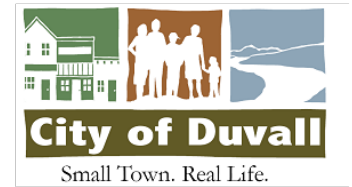
The application is due for 2023 no later than June 1, 2023.

Please send the completed 2023 Economic Development and Tourism Funding Application and supporting documents to the following:

City of Duvall
Attn: Human Services Funding
PO Box 1300
Duvall, WA 98019

Or via email to our City Clerk's Office - cityclerk@duvallwa.gov

City of Duvall
2023 Economic Development & Tourism Funding Application



Applicant Information

Organization Name	Organization Website
<input type="text"/>	<input type="text"/>
Mailing Address	City, State, Zip
<input type="text"/>	<input type="text"/>
Physical Address (if different than mailing)	City, State, Zip
<input type="text"/>	<input type="text"/>
Organization Representative / Contact Name	Title
<input type="text"/>	<input type="text"/>
Contact Phone #	Contact Email
<input type="text"/>	<input type="text"/>
Secondary Contact Name (optional)	Secondary Contact Title (if applicable)
<input type="text"/>	<input type="text"/>
Secondary Contact Phone # (if applicable)	Secondary Contact Email (if applicable)
<input type="text"/>	<input type="text"/>

Funding amount requested

Funding Purpose

Describe the proposed benefits and outcomes that will be provided with the funding.

Please describe how your program accomplishes one of the following:

- Creates, retains, or expands businesses with a Duvall community focus;
- Creates, retains, and/or expands small business opportunities in Duvall;
- Promotes the City of Duvall as a visitor destination; or
- Enhances the City of Duvall's economic standing and reputation as a community that supports innovation, entrepreneurship, or business development.

What is the timeline of your project or program?

What is the geographical area your program or project intends to reach?

Organization Operations

What are your organization's goals and objectives?

What is your organization's governance structure? (i.e., Board of Directors, Advisory Board, CEO Management, Patron, Cooperative, etc.)

Is your organization administered professionally or voluntarily?

Financial Support

What other types of support/funding are available to support the proposed program?

Describe other partnerships your organization has forged or is establishing to make the program successful.

Acknowledgment

The information provided is accurate and true to the best of my knowledge.

Signature

Date

**EXHIBIT C
CITY OF DUVALL
INVOICE – Economic Development
& Tourism Support
FOR YEAR 2023**

Name of Agency: _____

Address: (Mailing Address if Different): _____

City, State, Zip Code: _____

Telephone Number: _____

Email Address: _____

	Disbursement Information	AMOUNT
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$
Total Reimbursement Requested		\$

Please attach supporting documentation (required)

*Economic Development & Tourism
Support Agreement*