

APPLICATION INSTRUCTIONS FOR SPECIAL PROJECT PARTNERSHIP WITH THE CITY OF CAMERON

INSTRUCTIONS (Please keep this for future reference while your project is being considered.)

The City of Cameron is pleased to be able to partner with community organizations that sponsor special projects which may improve quality of life and conditions for economic development.

To enable the City of Cameron staff and City Council to make informed decisions we ask that you complete the attached form and return it to the Cameron City Hall. Please allow 14 days for inter-departmental circulation. You will be notified when/if this project will appear on the City Council docket.

The more detail and supporting evidence that you can provide, the better the chances are that your project may receive a favorable hearing. This is not to say that you have to be (or to use the services of) a professional grant writer in order for your project to get a favorable review. Should you need help completing this document at any time please contact City Hall at 816.632.2177.

Criteria for Special Projects will be considered by the City Council, based on the following:

- Clear, complete, and compelling presentation of the Special Project as to the benefits anticipated for improving quality of life and conditions for economic development.
- Credible evidence in support of the request (verifiable data, links to information from other communities with similarly beneficial programs, etc.)
- Probability of attracting visitors and residents offering reasonable estimate of percentage (e.g. audience is likely to consist of 60% visitors/40% residents)
- Partnership commitments - those projects which already enjoy statements of specific commitment from credible supporting entities (Scouts, service clubs, schools, businesses, etc.) will be given higher priority for selection
- Opportunity for volunteer involvement
- Scope of Impact - projects with the probability of positively affecting a large number of people (100 plus) may be viewed more favorably
- The Project Coordinator is recruited, reasonably qualified to organize the project, and willing to be accessible to City staff for any follow up questions or issues that may arise

Funding:

- A total dollar amount set in the annual budget may be spent on all Special Projects combined for the fiscal year in accordance with all other applicable policies, procedures, and law.
- In general, shared funding by the City of Cameron for Special Projects should be considered as seed money, not to be construed as an ongoing financial commitment should the same projects continue from year to year. Special Projects that become a continuous, cost-effective and significantly contributing part of life in the City of Cameron would no longer qualify as "special" and subsequent partnership funding

would be subject to the same guidelines for consideration and approval by The City Council as other long-term and/or expanded projects which may require assurance of compliance with federal, state, and local regulations (e.g. Cameron Air Show, City Reservoir Trails Development etc.)

What happens when your application is submitted?

- If there are no obvious impediments to consideration by the full Council, Council Members will receive copies of submitted proposals each quarter (January, April, July, October), with staff recommendation for staffing and financial assistance in the packets prepared for the next available Council meeting agenda.
- Submitter will be invited to present the proposal at the appropriate time during the next regularly scheduled City Council meeting.
- Council Members may ask questions of clarification during the submitter's presentation
- Council may, at its discretion, direct the City Manager to assist with the level of funding and/or staffing *as specified in the City staff recommendation*, modify the recommendation of the City staff, or refer the matter for further reference and counsel and set a time at a future Council meeting for final disposition of the matter
- Except in rare instances the time for disposition of Special Project partnership requests should take no more than two consecutive months and most could be resolved more quickly.

Thank you for your interest in helping Cameron to grow out quality of life and our economy together!

Have you registered to vote? As an interested citizen make sure that your voice is heard every election day! For more information stop by the Cameron City Hall or the DMV office at 217 N. Chestnut.

APPLICATION FOR SPECIAL PROJECT PARTNERSHIP
WITH THE CITY OF CAMERON

Name of the Project: _____

Name of person submitting request: _____

How may we contact you? _____

Today's date _____

Please describe your project:

Which organization(s) is/are co-sponsoring this project?

Who will be the lead organizer for the project?

How may we contact that person? (email/phone/address)

How many people might this project reach?

What percentage (estimated) of those reached will be visitors from out of the City? ____/100

What percentage (estimated) of those reached will be residents of Cameron? ____/100

Which other cities or towns are successfully doing something similar to this project?

Specifically, what kind of support are you requesting from the City of Cameron?

(Check/fill-in all that apply)

Official endorsement by the City (Resolution)

City staff labor and/or their use of special City equipment:

Small grant from the City to help with:

Will the project include volunteer labor? If so, will the project be open to volunteers from across the City of Cameron?

Is there any other information that you wish to provide to assist the City of Cameron staff and City Council in making an informed decision?

Your signature and date

Thank you!

You may: Mail or drop this form off at City Hall, 205 North Main Street, Cameron, MO

Scan and email to:

Community Projects Grant Criteria

Most community projects are either infrastructure or events oriented. The goal for the City is to increase community involvement/benefit and promote economic development. Therefore, the City Council has the option of granting funds of varying amounts as funds are available.

Events-

Public events are a desirable aspect for community enrichment, and there are varying degrees of economic development associated with various events. For funding reimbursement, the event must be open to the public without discrimination. It must also be an economic benefit to the citizens of Cameron.

Economic benefit calculation: While there is no magic number to determine revenue produced by visitors to public events, we can estimate. If attendees spend \$20 each (on taxable goods), on average, 2.5% would go to the City in the form of sales tax. So, an event drawing 2,000 people would generate a sales tax of approximately \$1,000. If the City were to grant the event sponsor \$500, the City would have a tax gain of \$500 from the event. If the number of attendees for an event appears to be different than what was originally proposed, the amount of the grant should be adjusted accordingly. Event organizers are encouraged to provide accurate documentation of the number of attendees when at all possible. Up to 50% of the grant amount estimated may be awarded to the event organizer prior to the event. Then, the remaining amount can be adjusted, based on the economic impact. The balance may be awarded to the event organizer.

Note: Gasoline and groceries are not subject to sales tax, while restaurant expenses and merchandise purchases usually are. Missouri Tourism estimate in three categories for out-of-state visitors is \$29.41 (food, shopping and other). Actual local expenditures are most likely lower, so I used \$20 per person on average for taxable purchases.

Infrastructure Projects –

Infrastructure projects will be granted according to overall cost, life of the project and the expected maintenance cost of the improvement. Longer-life projects will weigh more heavily than short-lived projects. Projects with low maintenance/labor costs will rate higher than those with higher maintenance costs. For proper accounting, payment will be made when project is completed.

Annual project funds will be granted at a maximum of 70% for infrastructure projects and 30% for events. So, if \$25,000 is included in the annual budget for Community Projects, \$17,500 will be reserved for infrastructure projects, while \$7,500 will be awarded for events.

City staff and/or Events Committee will evaluate each project on a case-by-case basis, using the above guidelines to provide equity, and make a recommendation to the City Council for the amount of grant award.