



In order to better serve the community, the City proffers these guidelines for consideration of funding request above \$5,000 from Civic Partner agencies. Civic Partnerships will generally fall into a category of economic development, or Cultural and Recreational activities for a public good. The City will publicly advertise an invitation to apply for a grant before accepting applications.

SUBMISSION REQUIREMENTS

Deadline for receipt of the application by the City of Wilmington is 5 p.m., on Friday January 18, 2019. The application must include a completed grant application and required narrative; in the form of one ORIGINAL (no holes), plus EIGHT COPIES, punched with three holes. Please refrain from notebooks or binders. Please fasten each copy with a paper clip or other fastening device that can be easily undone. Also, please include one electronic copy (flash drive) of these documents in the submittal.

The application may be mailed or hand delivered to:

City of Wilmington
Economic Development Division
Post Office Box 1810
305 Chestnut St. 3rd Fl.
Wilmington NC 28402-1810
910-341-0831
Attn: Veronica Carter-Edwards

All applications should start with an introductory cover letter and/or summary that is limited to 250 words or less, that includes the unique service the agency provides. Additionally, each application must include a separate narrative for each of the categories below (limited to 300 words or less, per category). The narrative should provide:

1. How the requesting agency increases jobs or employment opportunities
2. How the requesting agency generates a financial impact or Return on Investment.
3. Other considerations related to City priorities, including cooperative ventures with similar agencies
4. A list of all revenue streams, the percentage of the budget a city contribution would/does constitute, and a sustainability plan
5. At least 2 milestones the agency plans to achieve, in return for City's investment

Note: additional printed documentation, photographs, maps or addendums to clarify the program description, experience of the applicant, previous audits, or other germane information; may be placed immediately behind the milestones information.

Invalid Applications: Applications may be rejected without evaluation at the City's sole discretion, but certainly for the following reasons:

- Application is submitted past deadline
- Applicant doesn't include a response for all 5 mutually exclusive sections
- Agency is not clearly eligible according to City guidelines.
- Applicant has demonstrated poor past performance.
- Applicant fails to provide audited financial statements or other required information.

The City may request clarification or additional information from the applicant at any point during the application process.

If the City funds agencies for multi-year periods, the annual application and reporting process still applies.

Applicants should understand this is a competitive application process for limited funding. There will be applications that satisfy many of the evaluation criteria that are not funded.

They should be prepared for a panel interview. In addition project site visits may be conducted. Applicants must indicate their desire for an interview.

After the initial evaluation, City staff will present their recommendations to the City Manager, subsequently, to the City Council in the form of a budget recommendation. *Note: council will concurrently receive a list of all applicants.*

Grant Period: This is a three year contract process. The funding period starts July 1, 2019, and ends June 30, 2022. Costs incurred before July 1, 2019, are not eligible. It is expected some projects or agency plans will be completed after June 30 of the preceding year.

Special Conditions: Agency partners must comply with City's Financial Management Policies.

Criteria Guidelines for Consideration

All Civic Partnerships requests should benefit persons that reside within the City of Wilmington and meet Council's local priorities.

Local Priorities

- Create a Safe Place: The City will create a safe, inclusive community with neighborhood/area based public safety and support services.

- **Support Efficient Transportation Systems:** The City will advocate for, develop and maintain diverse modes of transportation needed for an inclusive, connected community. A complete transportation system includes motor vehicles, mass transit, pedestrian, bicycle and other transportation modes operating in a unified and complementary manner that increases mobility and regional connectivity.
- **Prosperous, Thriving Economy:** The City will promote opportunity and prosperity by fostering sustainable, regionally coordinated economic growth and development strategies for creating jobs, building a strong workforce, facilitating commerce and business vitality.
- **Promote Culture, Arts and Public Spaces:** The City will provide unique, creative open space, parks and community facilities integrated with arts and cultural activities for all.
- **Engage in Civic Partnership:** The City will build and improve partnerships, collaborations and relationships with all stakeholders, including our citizens and public and private organizations.
- **Provide Sustainability and Adaptability:** The City will protect and preserve our natural resources with quality design for the built environment. The City will make strategic decisions focused on the long-term financial, physical and social health of the entire City to enhance our ability to respond to changing economic and demographic conditions. Our actions will be based on a shared commitment to inclusiveness, equity and continuous improvement.

Performance Management

The city will implement a performance measurement system to better assess the effectiveness and impact of its programs. This system is required for funding and enables grantees to capture program accomplishments and trends. All funded agencies will submit an annual "Performance Management" narrative that depicts three components:

1. actual results compared to the milestones
2. trustee narrative
3. Portrayal of public support

A. Terms of Funding.

Please note: The funds for which an agency may apply are grants. Grant repayments may be required if agency fails to comply with reporting and/or audits; or misappropriation of funds.

Transition Plan for existing agencies will be handled on a case-by-case basis (see transition document).