

**City of South Padre Island**  
**Outside Agency Funding Application**  
**FY 2017-18**



Please submit a complete application no later than  
**5:00 pm on Thursday, May 25, 2017**

If you have any questions or to submit your application, contact  
City of South Padre Island  
Attention: Susan Hill, City Secretary  
4061 Padre Boulevard, South Padre Island, Texas 78597  
[shill@myspi.org](mailto:shill@myspi.org)

**Submit 1** complete application including all attachments.

PLEASE REVIEW THE FUNDING CRITERIA

# City of South Padre Island Outside Agency Funding Criteria

## FISCAL AND BUDGETARY POLICY SECTION

**I. Outside Agency Funding** - The City Council may fund a number of outside agencies and organizations that provide core services for the citizens of South Padre Island. The amount of funding received by each agency depends upon Council direction and the availability of funds. All agencies shall have a standardized process for application, review, monitoring and reporting. All agencies are required to submit applications for funding to the City during the budget process. Funding of non-profit agencies through public funds require enhanced guidelines for spending and operations, which shall include:

1. Funding will be used for specific programs or services that provide direct benefit to the City of South Padre Island.
2. Funded agencies will, if requested by the City Council, allow a Council Member or a Council appointed representative to be a member of its board of directors.

The Council will review requests from outside agencies and develop a recommendation based upon available funding.

Applications will be evaluated on the following criteria:

1. Number of South Padre Island citizens served by the organization or other quantitative data that demonstrates an essential service is being provided by the agency.
2. Type of service provided and whether other organizations in the community provide the service.
3. Availability of other funding sources for the organization.
4. Demonstration of ability to adhere to the guidelines outlined by this policy.

All funded agencies shall be required to submit semiannual reports to the City Secretary with performance measures. Payment shall be rendered semi-annually with the first payment to be made no later than October 31<sup>st</sup> and the second payment to be made after the receipt of the semi-annual report. Second semi-annual report is due no later than April 30 and must be filed with the City Secretary before payment can be released. **Future funding consideration will not be given if the final report has not been received and filed with the City Secretary.**

# City of South Padre Island Outside Agency Funding Application FY 2017-18

Organization:  Date:

Contact Person:  Title:

Mailing Address:

Street Address:

Email:

Phone No.  Mobile No.

Fax #

Organization Fiscal Year

# Funding Request Summary

Program/ Agency Name:

Amount of Request (\$)

List other sources of funding:

Summary of request (30 words or less):

Has your organization received outside agency funds before? If so, how was the money spent?

YES  NO

Organization:

# Additional Information

## Agency Certification

I certify that all information reported in this application and attached is true, accurate and complete to the best of my belief and knowledge. I certify that I am authorized to complete and submit this application on behalf of \_\_\_\_\_ (agency) and have been designated as such by the Board of Directors. I will provide written notice of any changes or additions to this information. I understand the agency may need to provide additional information during the application process and, if funded, I understand a written agreement will be required between \_\_\_\_\_ (agency) and the City upon award of funds.

Date: \_\_\_\_\_ Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

**\*\*Note - The **deadline to submit** funding applications for FY 2017-18 is **Thursday, May 25, 2017 by 5:00 pm**. Completed application must include all required items and be submitted by the deadline to be considered. Incomplete applications will not be accepted.**

Completed application packets should be directed to:

The City of South Padre Island  
Attention: Susan Hill, City Secretary  
4601 Padre Boulevard, South Padre Island, Texas 78597  
Office 956-761-8109 Fax 956-761-3888  
shill@myspi.org