

## RESOLUTION R26-04-03

### **A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF EL MIRAGE, ARIZONA, APPROVING THE EL MIRAGE COMMUNITY PARTNERSHIP GRANT PROGRAM; ESTABLISHING A COMMUNITY PARTNERSHIP GRANT REVIEW COMMITTEE; AND AUTHORIZING THE CITY MANAGER OR DESIGNEE TO IMPLEMENT AND ADMINISTER THE PROGRAM**

**WHEREAS**, the City Council adopted the El Mirage Strategic Plan for fiscal years 2026-2028, which identifies strengthening and expanding community services as a priority to ensure residents have access to essential programs that support overall well-being; and

**WHEREAS**, in fiscal year 2025-2026, \$50,000 was appropriated through the City of El Mirage's budget to support community-based organizations; and

**WHEREAS**, City staff have developed the El Mirage Community Partnership Grant Program ("Program"), including a policy framework, application materials, evaluation criteria, and reporting requirements, to establish a transparent and competitive process for awarding one-time funding to qualified nonprofit organizations that provide direct health and human services to El Mirage residents; and

**WHEREAS**, the Program is intended to strengthen partnerships with nonprofit organizations, enhance service delivery, and address evolving community needs; and

**WHEREAS**, the City Council desires to establish a committee of Councilmembers to review applications and provide recommendations regarding funding awards

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and City Council of the City of El Mirage, Arizona, as follows:

**Section 1. Program Approval.** The El Mirage Community Partnership Grant Program is approved in substantially the form described in Exhibits A, B, C, and D, with non-substantive administrative modifications authorized by the City Manager.

**Section 2. Program Administration.** The City Manager or designee is authorized to issue an annual Notice of Funding Opportunity and to administer the Program.

**Section 3. Establishment of Review Committee.** The City Council establishes the Community Partnership Grant Review Committee ("Committee"). The Committee shall consist of three members of the City Council, appointed by the Mayor. The Mayor may serve as one of the appointed members. Members shall

serve one-year terms, may be reappointed, and may select a chair. Committee members shall comply with all applicable laws and conflict of interest requirements and shall refrain from participating in the review of any application in which they have a financial, relational, political, or personal interest.

**Section 4. Duties and Authority.** The Committee shall review and evaluate eligible grant applications using City Council-approved evaluation criteria, deliberate in public meetings, and provide non-binding recommendations to the City Council. The Committee has no authority to approve, deny, or award funding.

**Section 5. Open Meeting Law Compliance.** The Committee is a public body and shall comply with all applicable requirements of the Arizona Open Meeting Law.

**Section 6. Final Authority.** The Committee's recommendations are advisory only and not binding on the City Council. All grant awards require approval by the City Council at a duly noticed public meeting. No funds shall be awarded or distributed unless and until funding has been formally approved and appropriated by the City Council. Funding is subject to annual appropriation and does not constitute a continuing obligation of the City.

**PASSED AND ADOPTED** by the Mayor and Council of the City of El Mirage, Arizona, this 7th day of April 2026.

\_\_\_\_\_  
Alexis A. Hermosillo, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Jill A. Boltz, City Clerk

\_\_\_\_\_  
Justin Pierce, City Attorney

# Exhibit A

El Mirage Community Partnership Grant Program Policy

## Program Overview

The City of El Mirage Community Partnership Grant Program aims to support nonprofit organizations delivering vital health and human services directly to residents. Health and human services refer to programs, projects, or activities that improve the general health, including physical, mental, emotional, or social well-being, of individuals and families.

These services address basic needs, promote safety and stability, and enhance residents' overall quality of life. Community members, such as low-income families, seniors, youth, and those facing financial struggles or homelessness, may face barriers to accessing needed support and resources. This initiative provides one-time funding to qualified 501(c)(3) nonprofit corporations and other qualified charitable or nonprofit organizations as provided for in A.R.S. §42-11154, enabling them to operate programs or projects that enhance the overall well-being of the community.

## Funding Availability and Limitations

The El Mirage Community Partnership Grant Program is offered annually, subject to available funding. Funding is provided on a one-time basis for the City's fiscal year, July 1 through June 30, and is awarded through a competitive process. Applicants may submit multiple applications; however, each application must represent a distinct program or project. The maximum award for any single program or project is \$10,000.

Each application must specify the minimum funding required. Applications are evaluated using City Council-approved evaluation criteria. The El Mirage City Council retains final authority over all funding decisions.

Participation in this program does not create an entitlement to funding. All funding is subject to City Council appropriation. The City reserves the right to reject any or all applications and to make funding decisions in the City's best interest.

## Applicant Eligibility and Requirements

The grant application process is competitive. Only nonprofit organizations that have received official 501(c)(3) tax-exempt status or a letter of determination recognizing nonprofit status pursuant to A.R.S. §42-11154 from the Internal Revenue Service (IRS) and directly serve El Mirage residents are eligible to apply. The full eligibility requirements are outlined in detail below.

Applicants must demonstrate the following:

1. The applicant must be a 501(c)(3) nonprofit corporation or other qualified charitable or nonprofit organization as provided for in A.R.S. §42-11154.
2. The applicant must provide direct health and human services to El Mirage residents and demonstrate how the program or project improves resident well-being.

3. The applicant must demonstrate the ability to generate revenue from sources other than the City of El Mirage.
4. The applicant must submit the required documents to satisfy eligibility requirements:
  - a. Proof of 501(c)(3) status or IRS determination letter under A.R.S. §42-11154.
  - b. Organizational mission statement.
  - c. Board of Directors list, including roles and affiliations.
  - d. Last two years of IRS Form 990 filings (or explanation if not required to file).
  - e. Completed application signed by an authorized representative.
5. If awarded, the applicant must register with the City of El Mirage as a vendor and provide an IRS Form W-9 to receive funds.
6. If awarded, the applicant must demonstrate satisfactory progress toward stated goals and objectives and provide timely and accurate reports as required by the City.

## Application Process and Schedule

All dates and materials will be posted on the City's website. The grant recipients will receive funding and begin programming on or after July 1 at the start of the City's fiscal year. Annual reports by grant recipients are due by a date specified by the City before the end of the fiscal year.

### **January – April**

- Grant Application Informational Meeting
- Application Opens and Notice of Funding Opportunity
- Application Submission Deadline

### **April – June**

- Review Committee Evaluation and Deliberation
- Development of Committee Recommendations for City Council Consideration
- City Council Approval of Final Awards
- Applicant Notifications and Notice of Award

### **July 1 – June 30**

- Grant Recipient Funding and Program or Project Implementation

### **By Date Specified by the City (Prior to Fiscal Year End)**

- Annual Reports by Grant Recipients Due

## Notice of Funding Opportunity

At the start of each cycle, the City issues a Notice of Funding Opportunity (NOFO) outlining the estimated available funds, eligibility requirements, and application instructions. An informational meeting is held before the release to explain the application process and scoring criteria.

Applications must be submitted within the designated timeframe; late or incomplete submissions are not accepted.

## Review, Evaluation, and Award Process

The grant review and award process is designed to ensure that all applications are evaluated using a standardized and consistently applied process.

The City Manager, or designee, will verify application eligibility, completeness, and compliance with program requirements. Incomplete or ineligible applications will not be reviewed. The City Manager, or designee, will also provide administrative and technical support to the Community Partnership Grant Review Committee (“Committee”) including coordinating materials, facilitating meetings, and preparing summary materials reflecting the Committee’s recommendations.

Eligible applications will be forwarded to the Committee for evaluation. The Committee will review and evaluate applications using City Council-approved evaluation criteria and the adopted scoring rubric.

Recommendations shall be based on the adopted evaluation criteria and scoring results. Any deviation from scoring results must be supported by documented rationale tied to the adopted evaluation criteria.

Committee deliberations and comparisons of applications shall occur only during publicly noticed meetings. Based on its review, scoring results, and public deliberation, the Committee will develop non-binding funding recommendations for City Council consideration.

## City Council Action and Notice of Award

The City Council retains full authority to approve, modify, or deny any funding award. Following City Council approval of grant awards, the City will notify all applicants and issue a Notice of Award to successful organizations, with award information also posted on the City’s website. All grant awards are subject to City Council approval at a duly noticed public meeting.

The Council may approve alternate Notice of Award recipients. Alternate recipients are eligible for funding if the awarded applicant declines.

Awards become effective upon acceptance and signature by an authorized representative. Funding is released at the start of the fiscal year, and grant recipients may begin implementing their approved program or project on or after July 1.

Applicants may decline an award, and failure to respond within 60 days of Notice of Award may result in withdrawal. The City Manager shall notify alternates of funding awards should any

withdrawal occur. Any significant changes to the approved program, budget, or service delivery model must be submitted in writing and approved by the City Manager before implementation. The City does not retain unfunded applications and must be resubmitted in future cycles. All applicants, regardless of prior award status, must reapply for subsequent funding cycles.

## Grant Recipients and Compliance

Upon accepting the award, grant recipients are responsible for participating in regularly scheduled check-ins and submitting an annual report documenting program activities, expenditures, and measurable progress toward stated goals. Reports must demonstrate how grant funds benefited El Mirage residents and include both narrative and financial components. Recipients must track and report verifiable outcomes, such as the number of residents served, types of services provided, and progress toward program goals, and may be asked to provide supporting documentation during the reporting period. A standardized reporting template will be provided.

Continued eligibility for future funding depends on timely, accurate reporting and satisfactory program performance. Failure to meet reporting requirements, misuse of funds, or failure to deliver the approved program may result in ineligibility for subsequent funding cycles. Final annual closeout reports, including completed goal measurements, must be submitted by the City-established deadline. Recipients may also be asked to present their annual report to the City Council at the end of the grant cycle. Programs supported by this grant must acknowledge the City of El Mirage Community Partnership Grant Program in public materials related to the funded project, when appropriate.

## Supplemental Documents

The following documents accompany the City of El Mirage Community Partnership Grant Program Policy:

- Application Materials and Instructions
- Evaluation Scoring Rubric
- Community Partnership Grant Committee Process

# Exhibit B

## Application Questions

(Actual Application will be in digital format)

## Program Overview

The City of El Mirage Community Partnership Grant Program supports nonprofit organizations that provide essential health and human services directly to El Mirage residents, including low-income families, seniors, youth, and other individuals who may benefit from additional support.

Health and human services refer to programs, projects, or activities that improve the general health, including physical, mental, emotional, or social well-being of individuals and families. These services address basic needs, promote safety and stability, and enhance residents' overall quality of life.

The program offers one-time funding of up to \$10,000 per application annually from July 1 to June 30. Eligible nonprofits and other qualified charitable organizations with 501(c)(3) status or IRS determination recognizing nonprofit status under A.R.S. §42-11154 may submit multiple applications, provided each represents a distinct program or project.

Applicants are limited to one application per program or project. Each application must specify the minimum funding required.

Applications will be reviewed and evaluated by the Community Partnership Grant Review Committee (“Committee”) using City Council-approved evaluation criteria on the adopted evaluation scoring rubric.

## Applicant Eligibility Criteria

1. The applicant must be a 501(c)(3) nonprofit corporation or other qualified charitable or nonprofit organization as provided for in A.R.S. §42-11154.
2. The applicant must provide direct health and human services to El Mirage residents and demonstrate how the program or project improves resident well-being.
3. The applicant must demonstrate the ability to generate revenue from sources other than the City of El Mirage.
4. The applicant must submit the required documents to satisfy eligibility requirements:
  - a. Proof of 501(c)(3) status or IRS determination letter under A.R.S. §42-11154.
  - b. Organizational mission statement.
  - c. Board of Directors list, including roles and affiliations.
  - d. Last two years of IRS Form 990 filings (or explanation if not available or required to file).
  - e. Completed application signed by an authorized representative.
5. If awarded, the applicant must register with the City of El Mirage as a vendor and provide an IRS Form W-9 to receive funds.

6. If awarded, the applicant must demonstrate satisfactory progress toward stated goals and objectives and provide timely and accurate reports as required by the City.

## Application Directions

Please respond to all required questions in narrative form. A complete and accurate application is required for evaluation. Incomplete or late applications will not be accepted. Questions marked with an asterisk (\*) are required.

## Submission Directions

1. One electronic copy of the application and required attachments must be submitted no later than the date and time identified in the Notice to Apply.
2. Late applications will not be accepted.
3. Please save a copy of this application for your records before submitting.
4. Awarded applicants are required to report completed program or project goal measurements by a date and time specified in the Notice of Award, before the end of the fiscal year of the award, or sooner as may be required by the City.

## Program-Related Inquiries

For program questions or to update contact information, please contact Community Partnership Administrator Regan Jepson at 623-876-2984 or [communityservices@elmirageaz.gov](mailto:communityservices@elmirageaz.gov).

## Part 1: Agency and Program or Project (20 points)

### Section A: Agency Information

- Agency Name\*
- Tax ID Number\* (Please enter the ID in XX-XXXXXXX format.)
- Executive Director / CEO\*
- Website\*
- Address\*
- Phone\*

### Section B: Agency Overview

1. Briefly describe your organization, the services it provides, mission, goals, and population served.\* (Limit each answer to 750 words.)
2. Please upload the following documents:
  - a. Proof of Section 501(c)(3) Tax Exemption - IRS determination letter verifying nonprofit status under A.R.S. §42-11154 from the Internal Revenue Service.
  - b. Organizational mission statement.
  - c. Board of Directors list, including current board members, roles, and affiliations.

### Section C: Program or Project Information

- Program or Project Name\*
  - Program or Project Contact Person\*
  - Email\*
  - Phone\*
1. Does the program or project directly serve residents of the City of El Mirage?\*
  - Yes
  - No
2. Please select a Health & Human Services Category that best aligns with the need the program will meet. \*
- Child, Family, and Youth Programming and Development
  - Disability Services / Special Needs
  - Domestic Violence / Crisis Intervention/ Safety Services
  - Economic Stability / Financial Planning / Financial Assistance
  - Food and Nutrition
  - Homelessness / Housing Stability
  - Job Training / Education and Employment
  - Legal Support Services
  - Mental and Behavioral Health Support
  - Parent and Caregiver Support

- Senior / Aging Services and Support
- Substance Use Prevention and Treatment
- Transportation Assistance
- Veteran Services and Support
- Other (please explain): \_\_\_\_\_

## Part 2: Program Description (30 points)

### Section A: Narrative Description (Limit each answers to 750 words.)

1. Please provide a detailed description of the program or project that these grant funds will support, if awarded.\*
  2. Describe how this program or project will benefit El Mirage residents directly and the need or gap in service that it meets. Please include data to support your response.\*
  3. Is this a new or continuing program or project?\*
- New
  - Continuing
  - Other – please explain \_\_\_\_\_

### Section B: Scope & Timeline (Limit each answer to 750 words.)

1. What are the program or project dates?\* (Enter the month range your program is in effect. Ex: January - April.)
2. Total number of residents expected to be served by this program or project during the funded year.\*
3. Total number of El Mirage residents you expect to be served by this program or project during the funded year.\*
4. How soon will the program or project be implemented after funds are received, if awarded? (If not applicable, write N/A.)\*

### Section C: Accessibility and Resource Needs (Limit each answer to 750 words.)

1. Does your program or project take place in the City of El Mirage?\*
- Yes
  - No
2. Where will your program or project be located, and how does this location support your ability to serve El Mirage residents effectively?\* (Limit your answer to 750 words.)

3. Describe how your program or project will be open to the public and ensure accessibility for residents with disabilities, including specific accommodations.\* (Limit your answer to 750 words.)
4. Will the implementation of this activity require space, staffing, grants management, or in-kind contributions from another agency, a school, or another jurisdiction?\*
  - Yes – please explain.
  - No
  - Other – please explain. \_\_\_\_\_

**Section D: Collaboration and Outreach** (Limit each answer to 750 words.)

1. Are you currently partnered with, or have you ever partnered with, the City of El Mirage?\*
  - Yes
  - No
2. Describe how you will collaborate with the City of El Mirage to coordinate outreach promoting the program or project to the residents of El Mirage.\*
3. How will you work with other local partners to maximize impact and ensure residents are aware of and engaged with your services?\*

### Part 3: Program or Project Goals and Outcomes (25 points)

Please provide up to three goals of the program or project and describe how progress will be measured to ensure success in providing health and human services to the residents of El Mirage.

It is important to ensure that your goals correspond with the proposed number of residents to be served within the program year. Explain how you will collect and report data and measure the impact for each stated goal.

Example Goal: Of the 80 residents served by the project, 40% (32 residents) will find employment within three months of entering the program. This will be measured by follow-up contact with each program participant. Limit your answers to 100 words.

- Measurable Goal No. 1\*
- Measurable Goal No. 2\*
- Measurable Goal No. 3\*

### Part 4: Funding Request (10 points)

Total Community Partnership Grant Funding Requested\*      \$ \_\_\_\_\_

Minimum Community Partnership Grant Funding Requested\* \$ \_\_\_\_\_

1. Is program or project implementation contingent upon receiving the full award?\*
- Yes  
 No
2. Please explain. Limit your answer to 100 words.
  3. If approved for an amount less than 100% of your request, how will you address the shortfall?\* (Limit your answer to 100 words.)

## Part 5: Program or Project Budget (15 points)

### Section A: Total Program or Project Budget

All information in this section should relate to the total program or project budget, including the cost of the program and other sources of funding.

Total Cost of the Program or Project Operations\* \$ \_\_\_\_\_

Total Program or Project Funding from Other Funding Sources\* \$ \_\_\_\_\_

1. What other funding sources presently support this program or project?\* (Limit each answer to 750 words.)

### Section B: Total Budget for Program or Project – Grant Award Only

All information requested next should pertain to the total grant award amount requested only and should not include other funding sources.

Please provide dollar amounts for each budget category to demonstrate how the grant award will be allocated within the program or project budget.\*

Wages/Salaries\* \$ \_\_\_\_\_

Employee-Related Expenses (ERE)\* \$ \_\_\_\_\_

Professional Services & Outside Services Training\* \$ \_\_\_\_\_

Materials & Supplies\* \$ \_\_\_\_\_

General Office Supplies\* \$ \_\_\_\_\_

Administrative Cost (indirect costs to manage the program are not to exceed \$1,000 or 10% of the grant request)\* \$ \_\_\_\_\_

Program/Project Incentives (gift cards, food, certificates of achievement)\* \$ \_\_\_\_\_

Marketing/Outreach\* \$ \_\_\_\_\_

Other (please explain)\* \$ \_\_\_\_\_

1. Explain how grant funds will be utilized to support administrative costs for your project.\* (Limit each answer to 100 words.)

**Section C: Program or Project Funding Sustainability** (Limit each answer to 750 words.)

All information requested next should pertain to the total grant award amount requested only and should not include other funding sources.

2. How will your organization generate or secure additional funding to sustain services for the continued operation of this program or project?\*
3. If the program receives less than the requested amount of funding, what adjustments, if any, would be made to the program and services provided to El Mirage residents?\*

**Part 6: Operational and Financial Status (15 points)**

1. Please upload the following required attachments:
  - a. Applicant organization's last two IRS Form 990 filings.
  - b. If your organization is not required to file a 990, upload a brief explanation.
  - c. If your organization does not have either document available, please upload a brief explanation.

**Part 7: Review and Certify (5 points)**

Review the application to ensure all sections are complete, clear, informative, and well-organized, and that all required attachments are included. Save a copy before submitting.

**Section A: Certification and Signature**

I certify that the information in this application is true.\*

\_\_\_\_\_  
Authorized Agency Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

# Exhibit C

## Evaluation Scoring Rubric

## EVALUATION SCORING RUBRIC

Evaluation Category	Points	Category Description	Excellent	Proficient	Developing	Insufficient
Part 1: Agency and Program or Project	20 pts	Completeness of agency information, mission, board, and proof of nonprofit status. Demonstrates organizational legitimacy and understanding of community needs.	16–20 pts: Comprehensive overview of agency mission and services; strong, knowledgeable, and diverse board leadership; directly serves El Mirage residents; complete documentation.	11–15 pts: Mostly complete; minor gaps in clarity of organizational mission, services, or documentation provided; unclear applicability to El Mirage.	5–10 pts: Limited detail; unclear mission or not a community priority or need; missing minor documentation.	0–4 pts: Major omissions; unclear organizational purpose; missing required documents.
Part 2: Program Description	30 pts	Clarity of program narrative, target population, and services; demonstrates community impact and reach, ability to directly serve and reach residents in El Mirage and deliver services; alignment with resident needs and City priorities; implementation and capacity.	26–30 pts: Clear, compelling narrative; strong evidence of need; well-defined services; direct benefit and accessibility for El Mirage residents; utilizes partnerships to support program; high impact potential, high likelihood of successful implementation.	17–25 pts: Strong description; unclear applicability to El Mirage or ability to collaborate; OR concerns about implementation timeline and capacity.	9–16 pts: Basic description; limited detail; weak connection to community need; or limited capacity and accessibility.	0–8 pts: Unclear, incomplete, or misaligned with priorities; unrealistic or poorly planned.
Part 3: Program Goals and Outcomes	25 pts	Defined goals and measurable outcomes; ability to track success and impact.	22–25 pts: Strong, measurable goals; realistic outcomes; clear data collection plan; strong impact potential.	17–21 pts: Goals mostly measurable; tracking methods adequate.	9–16 pts: Goals vague or partially measurable; limited tracking plan.	0–8 pts: No measurable goals; no tracking plan.

<b>Evaluation Category</b>	<b>Points</b>	<b>Category Description</b>	<b>Excellent</b>	<b>Proficient</b>	<b>Developing</b>	<b>Insufficient</b>
Part 4: Funding Request	10 pts	Appropriateness of requested amount relative to scope; reflects responsible use of funds.	9–10 pts: Request is clear, appropriate, realistic, justified, and proportional to program scope.	7–8 pts: Mostly appropriate and clear; minor justification gaps for minimum request.	4–6 pts: Weak justification; unclear need.	0–3 pts: Not justified or disproportionate.
Part 5: Program Budget	15 pts	Accuracy, transparency, and feasibility demonstrate the ability to leverage other funding sources responsibly.	14–15 pts: Accurate, transparent, and feasible; budget aligns with activities; demonstrates ability to leverage other funds; clear public benefit.	11–13 pts: Mostly accurate; minor inconsistencies; diverse use of funds; clear public benefit.	6–10 pts: Some inaccuracies; unclear justification; indirect public benefit.	0–5 pts: Incomplete, inaccurate, or unrealistic budget. No clear public benefit.
Part 6: Operational and Financial Status	15 pts	Strength of leadership and operational capacity; evidence of sound financial management, sustainability, and compliance.	14–15 pts: Strong leadership; stable financials; clear sustainability; strong compliance history.	11–13 pts: Adequate capacity; minor concerns.	6–10 pts: Limited capacity; financial concerns.	0–5 pts: Significant capacity or financial risks; unclear ability to deliver program.
Part 7: Review and Certify	5 pts	Completeness, clarity, informativeness, understandability, accuracy, and thoroughness of the application. Includes required documentation and the authorized agency representative's signature.	5 pts: All sections are complete, clear, informative, and well-organized; all required attachments included. No clarifications needed.	4 pts: Minor omissions or errors; mostly clear and thorough; signed by an authorized representative; minor clarifications needed.	2–3 pts: Some unclear or ambiguous responses; missing signature by authorized signer; major clarifications required.	0–1 pt: Significant omissions of information or evident misunderstanding; missing attachments or signature; inadequate submission with multiple questions or concerns.

# Exhibit D

El Mirage Community Partnership Grant Review Committee Process

## Review Committee Process Overview

The City of El Mirage Community Partnership Grant Program utilizes a structured review process to evaluate applications, using a standardized, consistently applied approach. The process is designed to support the City Council's informed decision-making.

The Community Partnership Grant Review Committee (“Committee”) serves as an advisory body to review applications and develop funding recommendations for City Council consideration.

## Committee Composition

The Committee consists of City Councilmembers appointed in accordance with the Resolution establishing the Committee.

Committee members shall disclose any potential conflict of interest prior to participating in the review process. A member with a conflict shall recuse from scoring, discussion, and recommendation related to the affected application.

## Roles and Responsibilities

### Review Committee

- Review and evaluate eligible applications using Council-approved evaluation criteria on the adopted evaluation scoring rubric
- Deliberate in public meetings
- Develop non-binding funding recommendations for City Council consideration

### City Staff

- Verify applicant eligibility, completeness, and compliance with program requirements
- Coordinate distribution of application materials
- Provide administrative and technical support to the Committee
- Compile scoring and prepare summary materials
- Facilitate Committee meetings and ensure compliance with applicable requirements

## Evaluation Process

- Eligible applications will be distributed to Committee members following the application deadline
- Applications will be evaluated using Council-approved evaluation criteria on the adopted scoring rubric

- Individual scoring shall form the basis for Committee review and deliberation and shall be used to develop rank-ordered funding recommendations. Clarification may be requested through City staff when necessary

## Committee Meetings

- The Committee shall meet as needed to review applications and develop recommendations
- All meetings shall be conducted in accordance with the Arizona Open Meeting Law
- Meetings shall be publicly noticed and open to the public
- The Committee may discuss, evaluate, and compare applications and scoring during meetings

## Recommendations

- Recommendations shall be made by a majority of members present
- Recommendations shall be based on the adopted evaluation criteria and scoring results
- Any deviation from scoring results must be supported by documented rationale tied to the evaluation criteria
- Recommendations are advisory only and are not binding on the City Council
- Recommendations may include prioritized or ranked applications and suggested funding levels
- The Committee may recommend full or partial funding amounts. Any recommendation for less than the requested amount must be supported by written justification tied to the evaluation criteria, program scope, or available funding constraints.

## City Council Action

- Committee recommendations will be presented to the City Council by staff.
- The City Council retains full authority to approve, modify, or deny funding awards