



City of Florence, Colorado

Outside Agency Funding

2025 Applications

Program Purpose

Community agencies can often provide services that municipal government cannot and may serve to fill in these service gaps, especially in areas such as health and well-being, the meeting of basic needs, youth programs, prevention programs, community activities, and the promotion of history, arts, and culture. This program is intended to provide financial support to such agencies so that they may continue to provide direct benefits to the City of Florence, Florence residents, and/or businesses within the City of Florence.

Eligibility Requirements

The requirements of this program are intended to ensure, to the greatest extent possible, that the funding being requested will be utilized to create a positive and measureable effect within the City of Florence. In order to ensure accountability and promote good fiscal stewardship, the City of Florence requires the following information for award consideration:

An Outside Agency Funding Request Form which has been completed and signed by the applicant. Information on this form includes the following:

- Information about the organization;
- Information about the activity, program, and/or service funding is being requested for;
- Information regarding the projected benefit to the community, including the number of Florence residents projected to be served;
- Other requests for funding;
- Information regarding measures of success and accountability

Ineligible Requests

The requested funding has restrictions and cannot be utilized for certain purposes including, but not limited to, the following.

- Rent and/or mortgage payments
- The payment of any taxes and/or fees
- Salaries (including employee benefits)
- Utility payments



Application Process

Applications and any accompanying documentation must be submitted to the City Clerk's office by no later than 5:30 PM on Tuesday, May 6, 2025. Applications received after this deadline will not be considered.

cortlyne.huppe@florencecolorado.org

Florence City Hall
Attn: City Clerk
600 West Third Street
Florence, CO 81226

Applications will be reviewed by the Outside Agency Funding Review Committee prior to any recommendations being made to the Florence City Council. The purpose of the Review Committee is to utilize a scoring matrix to determine if applicants meet specific, documented program criteria and are considered eligible for further consideration by the City Council. The Review Committee does not determine which applicants receive funding; this is done by vote of the City Council as outlined below.

More information on this criteria is available in the "Outside Agency Funding Program Overview" document originally approved at the April 1, 2024 regular City Council meeting and subsequently updated at the August 5, 2024 regular City Council meeting.

All applicants selected by the Review Committee to make a presentation to the City Council must do so in order to be eligible to receive funding. These presentations will be held during the May 19, 2025, regular Florence City Council meeting.

The Outside Agency Funding Request Form, any supporting materials provided by the applicant, and the scoring matrices completed by the Review Committee will be included as part of the agenda packet for this meeting as a public record. Sensitive information will be redacted as legally allowed and necessary.

Following the presentation to the City Council, the Council will vote to approve any awards granted.

An award letter will be sent to successful recipients by no later than July 15, 2025, barring unforeseen circumstances.

Allocation of Funds

The City of Florence will budget for outside agency funding as part of the budget process for fiscal year 2025. How much of the total funding is utilized and how much each recipient is granted will be determined by vote of the Florence City Council. The maximum granted for each individual request shall be \$5,000.

Failure of any applicant to submit a year-end report to the Florence City Council describing how any money that has been awarded was utilized may result in the applicant not being considered for future funding opportunities. Any requests for additional funding following the yearly initial funding allocation will not be considered.