

## *Kearns Community Council Special Project Funds*

### **Guidelines**

Examples of **Appropriate** use of Special Project Funding:

- a. County sponsored events (i.e. lunch for Neighborhood by Neighborhood)
- b. Township and Unincorporated Community **activities or events** that are open to the community at large.
- c. Maintenance – Can include any equipment used for community events, including one-time purchases (i.e. movie screen, projector, etc.)

Examples of **Inappropriate** use of Special Project Funding:

- d. Professional Services (i.e. CPA, attorney, event planner, lobbyist, etc...)
- e. Support for for-profit entities.
- f. Community physical, structural or maintenance improvements.
- g. Limited interest groups (i.e. religious organizations, beauty pageants, for-profit special interest groups, etc...)
- h. Administrative expenses.
- i. Anything not permitted by SLCo Grant Agreement.

### **Procedures**

- The Kearns Community Council will meet twice a month. The “Special Funds Request” form will be **accepted only during the Public Meetings**, which is scheduled on the **first Tuesday of each month**.
- All Special Funds Request forms must be submitted completed during the Public Meeting. (All parts of the form needs to be filled out.)
- The Kearns Community Council will review the request during the next scheduled meeting of the month, which is the Executive Meeting. All meetings are open to the public.
- During the Executive meeting the Kearns Community Council will review the submitted request and discuss if it meets the Guidelines that the SLCo requires the various Community Councils’ to abide by.
  - Some items that will be discussed are:
    - The appropriateness of the request.
    - **If the request supports activities or events that are open to the community at large.**
    - If the applicant has matching funds or in kind donations.
      - Matching funds can include but not limited to volunteer hours at a rate of \$15.00 per hour per volunteer, and any in-kind monetary donations from outside sources.
      - KCC is not required to request bank statements and or detailed balances from those parties who are sponsoring the “Special Funds requests.”

- A representative of the sponsoring organization that has submitted the “Special Funds Request” will be required to be present at next Public meeting to answer any questions that the **Chair** will ask from the previous Executive Meeting in which the council was given the time to review the Special Funds Request.
- Upon the satisfaction of the Chair’s questions, which will highlight the council’s consensus the Chair will call for a vote.
  - The vote can be:
    - In favor of the submitted request.
    - Denial of the submitted request.
    - Denial of the request pending additional information.
- If the vote is in favor the Treasurer will receive the Check Request Form and the Special Funds Request from the Chair or Vice-chair, so that the treasurer can cut the check to the **vendor** of the sponsoring organization.
- If the vote is denial of the submitted request the matter is closed.
- If the vote is denial pending additional information. The sponsor of the Special Funds request may turn in the request with the additional information at the next scheduled meeting, which is the Executive meeting. At that time the Chair will call for a vote.