

VILLAGE OF YELLOW SPRINGS, OHIO
RESOLUTION 2023-69

APPROVING A SPONSORSHIP AND GRANT POLICY FOR THE VILLAGE OF
YELLOW SPRINGS

WHEREAS, The Village of Yellow Springs provides support for a number of public events annually, in both in-kind and tangible ways; and

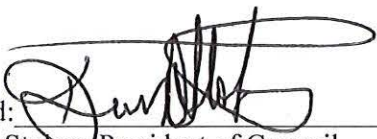
WHEREAS, we recognize the value of these events to the vibrancy of the Village and to its economic health; and

WHEREAS, it is beneficial to the equitable and responsible allocation of funds to adopt a policy that directs the review and administration of those funds,

NOW, THEREFORE, COUNCIL FOR THE VILLAGE OF YELLOW SPRINGS, OHIO HEREBY RESOLVES THAT:

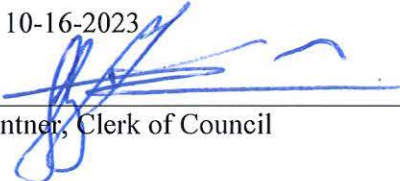
Section 1. All Village-supported events, defined as those accepting either in-kind services (such as barricades, crowd management, traffic control, etc.) or donation from any Village entity (including Council and any Commission of Council) will be subject to the policy as set forth in Exhibit A, or in a form substantially similar.

Section 2. This policy will go into effect for all requests made for the calendar year beginning January 1, 2025.

Signed: 

Kevin Stokes, President of Council

Passed: 10-16-2023

Attest: 

Judy Kintner, Clerk of Council

ROLL CALL:

Kevin Stokes_Y__

Brian Housh_Y__

Marianne MacQueen_Y__

Carmen Brown_Y__

Gavin DeVore Leonard_Y__

Village of Yellow Springs
Sponsorship and Grant Policy

I. POLICY OBJECTIVE

The objective of this Policy is to provide a framework to facilitate appropriate governance of grant and sponsorship arrangements from the Village of Yellow Springs to the community to enhance the breadth and quality of community programs and events in the Village which will serve Village goals and provide economic opportunities.

II. POLICY SCOPE

This Policy is applicable to any grant or sponsorship arrangement where the Village Council provides funds to support an organization's event, project, or initiative in efforts to advance Village goals.

III. POLICY STATEMENT

This Policy sets forth best practices of the Yellow Springs Council to:

- (a) support a range of projects, initiatives, and events that meet the diverse needs of the Village's community;
- (b) support a range of projects, initiatives, and events that deliver an economic return for the Village's business community;
- (c) generate community interest through sponsorships that complement Council's strategic goals;
- (d) guide the allocation of funding provided by Village Council to sponsored events through the Community Events Funding Program process;

Grants and sponsorships under this Policy must not:

- (a) compromise the Village's values, public image, or ability to fulfil its functions;
- (b) be injurious or prejudicial to the interests of the Village;
- (c) conflict with the Village's strategic goals;
- (d) be provided to an applicant who:
 - i. is the State or State Government departments
 - ii. is a political party
 - iii. the Village considers to support, or promote violence, intolerance, or discrimination
 - iv. has outstanding debts with the Village
 - v. is in legal conflict with the Village
 - vi. has already received funding for the same project within the same financial year
 - vii. conducts or has conducted themselves in a way that the Village considers to be injurious or prejudicial to the character or interest of the Village

IV. POLICY PROGRAMS AND GUIDELINES

1. Overview

This Policy establishes sponsorship and grant guidelines and provides the operational details and administration of the Village sponsorship and grants programs.

2. Eligibility

- (a) All sponsorships and grants are subject to the Village's annual budget for discretionary spending on sponsorships and grants from the Village Council budget.
- (b) To be eligible to receive sponsorship or grants funding from the Village, the applicant must:
 - i. Have submitted their application prior to the relevant deadline set by Village Council;
 - ii. Offer a project, initiative or event within the jurisdictional boundaries of the Village; and
 - iii. Demonstrate that the project, initiative or event will meet the needs of the community, deliver economic return for local businesses and complement Council's strategic goals.
- (c) Sponsorship and grants may not be used as wages, salaries, or administrative overhead.
- (d) The Village will not consider applications for project legal expenses, or projects:
 - i. That the Village considers denigrate or exclude parts of the community or has adverse effect on public health, safety, or welfare;
 - ii. That request reimbursement of funds already spent; or
 - iii. That are for debt reduction or operational deficits

3. Application and funding process

- (a) Applications for sponsorship or grant funding must be submitted in the manner and at the time determined by the Finance Director. Village Council will hear all applications, along with recommendations for approval as set forth herein, at one meeting. Village Council shall determine funding amounts for each application at that time.
- (b) The form application is found on the Village website.
- (c) Assessment of applications:
 - 1. All applications will be assessed by a Village Finance Committee.
 - 2. The Finance Committee shall assess sponsorship and grant applications; and provide recommendations if the sponsorship should be accepted or rejected to the Village Council, as well as providing a recommendation of how much a sponsorship amount should be awarded.
 - 3. Events or projects which are the subject of applications must be for a community purpose.

4. Village Council will determine whether, based on the current budget at the time of application submission, it is financially sound to award sponsorship or grant funding to the applicant for the event or project.
5. Other criteria and factors, in alignment with all provisions in this Policy, may be considered in the decision to approve or deny an application.

(d) Process of applications

- i. Applicants must submit their applications to the Village Finance Director.
- ii. The application will be reviewed by the Finance Director or their agent or employee.
- iii. If the application is worth less than \$3,000.00, the Finance director or their agent or employee shall make a written recommendation to Village Council who will vote on whether or not to grant the application.
- iv. If the application is worth over \$3,000.00, the Finance Director will elevate the application to the Finance Committee for review.
- v. The Finance Committee will make a written recommendation to provide to Village Council who will vote of whether or not to grant the application.
- vi. The entity or individual who receives approval for the application must enter into a Funding Agreement with the Village.

4. Reporting by the Village

- (a) The Village Finance Director must maintain a record management file that contains the following details in respect to each Funding Arrangement entered into by the Village:
 - i. The entity funded
 - ii. The type of funding arrangement
 - iii. The amount of funding provided
 - iv. The date the funding was approved
 - v. The final expenditure in relation to the funding arrangement; and
 - vi. Any other relevant application, assessment or decisions documentation related to the funding arrangement
- (b) All funding arrangements shall be reported on the Village annual report and must specify all criteria listed in section (a) of this provision.
- (c) The Village will require successful sponsorship or grant applicants to appropriately promote the Village in return for the Village's funding as set out in the Funding Agreement.

5. Conflict of interest

- (a) In the administration and awarding of sponsorships and grants, to prevent any potential or perceived conflicts of interest, any Finance Committee member, elected member, or any other person with any involvement in the application process shall declare:
 - i. Any financial, indirect financial or proximity interest they have with any application; and

- ii. Any impartiality interest they have with any application.
- (b) If any financial, indirect financial, or proximity interest occurs:
 - i. The person must not participate in the Finance Committee and a person should be appointed in their place; or
 - ii. If the person is an employee administering this Policy, they must not be involved with the administration of the application or funding

6. Appeal processes

- (a) The decision of the Village Council is final and not subject to any further appeal within the City

V. DEFINITIONS

- (a) “applicant” means the party that makes an application, including its officers, directors, employees, an auspice of an applicant, agent or any individual who represents, acts on behalf of, or in the interest of, the applicant
- (b) “Council” means the Village of Yellow Springs Council
- (c) “grant” or “sponsorship” means cash and/or in-kind contributions provided to a recipient for a specific, eligible purpose. This is as part of an approved grant program, with the understanding that there will be a defined outcome that directly or indirectly benefits the public but with no expectation of a commercial return to the Village
- (d) “community purpose” means activities that align with Village Council’s goals and priorities
- (e) “funding arrangement” means the written agreement entered into by the Village and the applicant which outlines the details of their grant or sponsorship funding for the project or initiative the applicant intends on executing