

GUIDELINES FOR DISTRIBUTION OF ½ % SALES TAX REVENUE
As defined in Ordinance 1074
City of Scott City, Kansas

MISSION STATEMENT

For sales-tax payers to assist the City of Scott City in providing financial support to non-profit organizations based in Scott County whose mission is to provide cultural, educational, or recreational opportunities within Scott City to benefit the people of Scott City and the surrounding area.

DEFINITIONS

Fund

- The sales tax revenue collected for the benefit of public services in Scott City, Kansas as defined in Ordinance Number 1074, effective April 1, 2007 (see attached ordinance, page 5).

Committee

- This **Committee** shall be appointed by the Mayor of Scott City and approved by the City Council to serve a two-year term. Two members shall be current members of the City Council, and three members shall be residents of the City of Scott City appointed at large. The Mayor will appoint two individuals to two year terms and three individuals to three year terms in 2007, and following the expiration of these initial terms, individuals would be appointed to two year terms.
- The Mayor shall appoint five individuals to be considered by the City Council no later than the third Monday of October each year, during the regularly scheduled meeting of the City Council. At least three of the appointed members should have served on this committee the previous year.
- If an appointed committee member is unable or unwilling to fulfill their responsibilities to the **Committee**, the Mayor shall appoint a replacement committee member to complete the remainder of the unexpired term.
- This committee will review all **Requests for Funding** (see definition below) and, based on the criteria set forth herein, recommend to the City Council the allocation of the **Fund** among **Qualified Organizations** (see definition below).

Grant

- A portion of the **Fund** awarded to a **Qualified Organization** (see definition below) by the City Council of Scott City, Kansas, based on the recommendation of the **Committee**.

Applicant

- An organization making a formal request to the **Committee** for a **Grant** from the **Fund**.

Qualified Organization

- An **Applicant** approved by the **Committee** to receive a **Grant** from the **Fund**.
- A church shall not be a **Qualified Organization** to receive a **Grant** from the **Fund** unless the church is a sponsor of a **Qualified Organization** in which case any **Grant** shall be to such **Qualified Organization**.

Request for Funding

- A form, available at City Hall, 221 W. 5th Street, Scott City, KS. Such form, along with all required supporting documentation, to be submitted by an **Applicant** to the **Committee** for a **Grant**. A complete description of the required documentation can be found on page 3 herein.

PROCEDURE

The **Committee** will consider proposals from **Applicants** once annually. All **Applicants** must submit a completed **Request for Funding** form, along with all required supporting documentation, to City Hall, 221 W. 5th Street, Scott City, Kansas 67871, no later than 5:00 p.m. on December 1st (or the Friday preceding if December 1st falls on a weekend). For a detailed description of the **Request for Funding** and required supporting documentation, see page 3.

The **Committee** will meet in public session no later than February 15th, with notice of the meeting to be published in the city's official newspaper of record at least 14 days prior to the meeting. It shall be considered the responsibility of each **Applicant**, if they so desire, to have a representative at this meeting to answer any questions from the **Committee** regarding their **Request for Funding**. The **Committee** may also hear comments from **Applicants** at this meeting with reasonable time limits being imposed.

The **Committee** will meet in closed session as determined necessary to consider all **Requests for Funding**. A final recommendation will be made by the **Committee** to the City Council of Scott City during their regularly scheduled meeting on the first Monday of March each year. The City Council will then consider approval of the recommendation.

Upon approval by the City Council, distribution of all **Grants** will be made in two equal semi-annual payments on March 31st September 30th.

The **Committee** may elect, at its discretion, to approve an amount less than requested by an **Applicant**.

FACTORS IN DETERMINATION OF MAXIMUM ELIGIBLE GRANT

- **Qualified Organizations** which are also recipients of a dedicated sales tax issue or mil levy may receive up to **20%** of the total amount distributed to all **Qualified Organizations** in that same year.
- **Qualified Organizations** who are NOT recipients of a dedicated sales tax issue or mil levy may receive up to **30%** of the total amount distributed to all **Qualified Organizations** in that same year.
- No **Qualified Organization** shall **apply for a Grant** which exceeds **50%** of their total annual income for the previous fiscal year.
- Maximum award amount for each application period is to be capped at \$60,000 per **Qualified Organization**, NOT per project.
- The maximum **Fund** amount to be awarded for any given application year will be determined by the amount of revenue received from the ½ % Sales Tax during the tax year two years prior to the current year. For example, in 2023, while preparing the 2024 budget, the City Administrator or City Clerk will budget the amount of ½ % Sales Tax revenue received in 2022.
- If all applications submitted by **Qualified Organizations** are fully funded, and there is still money remaining in the budgeted **Fund**, the **Committee** has the option to either roll the amount remaining in the **Fund** to the next application year, or award additional **Fund** dollars to applicants as the **Committee** deems appropriate.
- Consideration for a startup organization for the betterment of Scott Community can be made for entities that start a fund with the Scott Community Foundation.

Any decision made by the **Committee** regarding the eligibility of an **Applicant** or the awarding of a **Grant** may be appealed to the City Council of Scott City, Kansas during the regular meeting of the council, occurring on the third Monday of March.

The definitions, guidelines, and requirements specified herein are subject to revision as deemed necessary by the City Council of Scott City, Kansas.

REQUIREMENTS

To be considered a **Qualified Organization**, an **Applicant** must submit the following supporting documentation along with a **Request for Funding**:

- Proof of IRS approved status as a 501(c) Not-For-Profit organization based in Scott County, Kansas (Not required for a subdivision or subcommittee of a local government entity)
- A brief narrative description of how the **Grant**, if approved, will be used. All **Grant** monies must be used to provide cultural, educational, or recreational opportunities **TAKING PLACE IN SCOTT CITY**, to benefit the people of Scott City and surrounding area.
- The **Applicant** must present the following financial reports:
 - **Financial statement** for the **current fiscal year**
 - **Financial statement** for the **previous fiscal year**
 - **Annual budget** for the **current fiscal year**
 - **Annual budget** for the **previous fiscal year**
 - **Projected annual budget** for the **coming fiscal year**
 - In addition, any **Applicant** requesting a **Grant** of \$5,000 or more in a fiscal year must provide a copy of their most recently filed **IRS Form 990** or, in lieu thereof, a letter from a CPA to certify that the **Applicant** is exempted from filing an IRS Form 990. (Not required for a subdivision or subcommittee of a local government entity)
 - After receiving a **Grant** from the **Fund**, the **Qualified Organization** must, in addition to meeting all other requirements for future funding, provide a detailed accounting of how the most recently awarded **Grant** was used. This report shall be due no later than 30 days following the end of the **Qualified Organization's** fiscal year.

All **Requests for Funding**, along with all required supporting documentation, must be submitted to City Hall, 221 W. 5th Street, Scott City, Kansas 67871, no later than 5:00 p.m. on December 1st (or the Friday preceding if December 1st falls on a weekend).

Any **Request for Funding** which is submitted incomplete, without the required supporting documentation, or after the submission deadline may be subject to rejection by the **Committee**. In that event, the **Committee** will notify the **Applicant** and the City Council of Scott City in writing.

CITY OF SCOTT CITY
ORDINANCE 1074

ORDINANCE NUMBER 1074

An Ordinance Levying a City Retailers' Sales Tax in the Amount of One-half of One Percent (.5%) within the City of Scott City for the purpose of avoiding property tax increases and giving voters a choice as to the method used to finance public services, Effective April 1, 2007.

Be it Ordained by the Governing Body of the City of Scott City, Kansas:

Section 1. A majority of the electors voting thereon having approved, at a special question election held on the 7th day of November, 2006, the levying of a retailers' sales tax in the City of Scott City, for the purpose of avoiding property tax increases and giving voters a choice as to the method used to finance public services, as authorized by K.S. A. 12-187 et seq., as amended, there is hereby levied a city retailers' sales tax in the amount of one-half of one percent (.5%) to take effect on the 1st day of April, 2007.

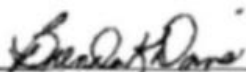
Section 2. Except as may otherwise be provided by law, such tax shall be identical in its application and exemptions therefrom to the Kansas Retailers' Sales Tax Act and all laws and administrative rules and regulations of the Kansas Department of Revenue relating to the state retailers' sales tax shall apply to such city retailers' sales tax insofar as such laws and regulations may be made applicable. The services of the Department of Revenue shall be utilized to administer, enforce and collect such tax.

Section 3. This ordinance shall be published in the official city newspaper, and a copy duly certified shall be submitted to the State Director of Taxation.

Passed by the Governing Body of the City of Scott City, this 4th day of December, 2006.


Junior Strecker, Mayor

Attest:


Brenda K. Davis, CMC City Clerk

