

April 30, 2019

Dear Applicant,

Park City will be accepting applications for special service contracts for the next grant cycle (July 2019 – June 2020). Enclosed with this letter is an application for a special service contract for the City's fiscal year 2020. Also enclosed is a section from the City's policy governing special service contracts which includes the criteria that organizations must meet in order to qualify for these grants. The new categories reflect policy direction given by the City Council, which are proposed to be adopted in the annual budget.

City Council is currently evaluating funding based on pre-defined needs as well as social equity initiatives. All Special Service Contracts applications will be evaluated for their ability to significantly address these needs as outlined in the application. Also, there will be a second round of Special Service Contracts early this fall that will focus on innovative solutions regarding issues the City faces as well as services related to the Social Equity Strategic Plan.

Applications must be submitted by May 17, 2019. Please submit 2 hard copies and an electronic copy of the application along with all other requested information to the Budget, Debt, and Grants department (445 Marsac Ave.) **by 5:00 p.m. on May 17, 2019.** The selection process for a special service contract is competitive and not all submissions may be funded or fully funded.

If you have any questions regarding the process or the application, please contact Jed Briggs at (435) 615-5183 or [jbriggs@parkcity.org](mailto:jbriggs@parkcity.org). In addition, the City will be hosting an information session on May 3 at 8:30 am in Council Chambers. Thank you for your interest in serving Park City.

Sincerely,

**Jed Briggs**  
**Budget Operations & Strategic Planning Manager**  
**Park City Municipal Corporation**  
**Tel 435.615.5183**





## Special Service Contract Application Form

### Application Form

#### Park City Municipal Corporation

Please provide 2 (2) hard copies and an electronic copy of this application and all other requested information to the Budget, Debt, and Grants Office by **5:00 pm on May 17, 2019**.

#### (1) Organization Contact Information

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

#### (2) Indicate the applicable Special Service Contract category for this proposal:

##### Regular Services

**Community Art & Culture** – Support for the investment in arts and culture to sustain and develop this segment of the City’s economy through cultural tourism. Develop and publish an annual publication about arts and culture in Park City that showcases key projects, accomplishments, and impact as it is a City top priority. Track and report on quantitative and qualitative impact of arts and culture in Park City.

**Park City History and Visitor Services** – Support continual operation of Historical Museum on Main Street including the research library for property owners, visitors and City staff conducting historic research on Park City. Provide exhibits, tours, and activities for visitors including youth programming.

**Sister City Administration** – Support for administering and facilitating programs tied to fostering the City’s relationship with our Sister City, Courchevel, France, (e.g., peer-learning between municipal employees, PC High School Winter/Summer Exchange, Sister Cities International Youth Leadership Summit, etc.).

**Trails Management** – Support for the preparation and grooming of approximately 30k of cross-country ski trails and approximately 7 miles of singletrack for public,

multi-use, non-motorized winter trails, including but not limited to trails for walking, hiking, snow-shoeing, dog-walking, trail-running, snow biking and cross-country skiing. This would include Round Valley and potentially Bonanza Flat area.

**Waste/Recycling Management** – Supplement the county’s recycling program with collections for glass, building materials, electronics and hazardous materials. This may include community collection events and education.

## Social Equity

**Childhood Care & Development** – Support affordable daycare services for the City’s workforce families. There is great demand from working families in Park City for quality, affordable childcare. Parents need a local service to aid in the development and education of their young children.

**Medical Treatment** - Support the medical and mental health needs of those in Park City who are uninsured, this would include services such as diagnosis, treatment, screening, referrals to specialist and social agencies, educational programs, physical therapy, and women’s health programs. In addition, connect those in need to other health care resources in the area.

**Emergency Assistance** - There is a compelling need in Park City for serving the emergency needs of low-income individuals and families, particularly among the Latinx community. Programs may coordinate services for those looking to improve their economic status and/or experiencing unemployment, (e.g., legal aid, immigration, workforce services, etc.).

**Food Pantry** - In Park City there are many individuals and families who go hungry on a daily basis. Thus a food pantry service that provides free food has been identified as a core need to the community.

**Legal Mediation Services** – Provide Park City community members with the support and skills needed to prevent and resolve disputes. Provide mediation for small claims cases, and free or low cost mediation in other cases to enable parties to settle disputes in an effective collaborative manner.

**Housing Outreach & Education** – Provide program to mentor and educate Park City individuals and families in process to secure housing as well as assist seasonal employees to find temporary housing. Provide housing website and maintain a free listing of available affordable rental properties, forms, roommate requests and valuable assistance in locating affordable rentals.

**Safe Haven** - Provide a safe haven for individuals and families seeking shelter. Work to ensure safety, comfort, and resources for each person in need of help. Through prevention, awareness, and outreach strive to bring knowledge and resources to community including domestic violence shelter and therapy.

**(3) Proposed Total Grant Amount:** \$ \_\_\_\_\_

**(4) In addition to the above requested information, applications must address the following components:**

1. Specific detail of how the requested funds will be used (attach summary - *one page maximum*);
2. Financial information for your organization including annual budget and other sources of potential funding. Please also include 2 years of financial statements such as Balance Sheet, Income Statement, Statement of Financial Position, Activity Statement, etc. or include Independent Auditors' Reports (attach relevant documents);
3. Quantitative and/or qualitative goals (with specific targets) that can be used to measure the degree to which the funds were used for their intended purpose (attach summary - *half page maximum*); and
4. Specifically address how your proposal meets the service needs described above as well as the criteria described in the City's Public Service Contract Policy (specific criteria components are outlined below, please attach no more than one page for each criterion):

**Criterion 1:** Accountability and Sustainability of Organization - The organization must have the following:

- a. Quantifiable goals and objectives.
- b. Non-discrimination in providing programs or services.
- c. Cooperation with existing related programs and community service.
- d. Compliance with the City contract.
- e. Federally recognized not-for-profit status.

**Criterion 2:** Program Need and Specific City Benefit - The organization must have the following:

- a. A clear demonstration of public benefit and provision of direct services to City residents focused on one of the services described above.
- b. A demonstrated need for the program or activity. Funds may not be used for one-time events, scholarship-type activities or the purchase of equipment.

**Criterion 3:** Fiscal Stability and Other Financial Support - The organization must have the following:

- a. A clear description of how public funds will be used and accounted for.
- b. Other funding sources that can be used to leverage resources.
- c. A sound financial plan that demonstrates managerial and fiscal competence.
- d. A history of performing in a financially competent manner.

**Criterion 4:** Fair Market Value of the Services - The fair market value of services included in the public service contract should equal or exceed the total amount of compensation from the City unless outweighed by demonstrated intangible benefits.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_