



October 29, 2021

Dear Applicant,

Park City is now accepting applications for Special Service Contracts focused on Diversity, Equity, and Inclusion (DEI). Enclosed with this letter is a grant application as well as a copy of the City's policy governing special service contracts which includes the criteria that organizations must meet in order to qualify for these grants.

City Council evaluates all funding based on how well the applicant can demonstrate their ability to help the City meet the priorities outlined in the application as well as the criteria described in the City's Public Service Contract Policy. The intent of this funding is not to be used for ongoing non-profit services, but instead for enhanced services that focus on diversity, equity, and inclusion. The length of these contracts will be two years (FY22 and FY23).

Please provide an electronic copy of this application and all other requested information to Kirsten Darrington at kirsten.darrington@parkcity.org by **midnight on November 19, 2021**. The selection process for these Special Service Contracts 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 Kirsten Darrington at (435) 615-5182 or kirsten.darrington@parkcity.org. In addition, the City will be hosting an information session on Wednesday, November 10th at 10:00 am via Zoom. Information on how to access this session will be posted on the [City's Budget webpage](#) and sent to any interested applicants.

Thank you for your interest in serving Park City.

Sincerely,
Kirsten Darrington

Kirsten Darrington
Grants and Contracts Coordinator
Park City Municipal Corporation
445 Marsac Avenue, PO Box 1480
Park City, UT 84060





DEI Special Service Contract -Application Form
Park City Municipal Corporation

Please provide an electronic copy of this application and all other requested information to Kirsten Darrington at kirsten.darrington@parkcity.org by **midnight on November 19, 2021.**

(1) Organization Contact Information

Name _____

Address _____

Phone _____

E-mail _____

(2) The services provided through the DEI contracts will help PCMC cultivate a community that engages diverse perspectives, differing ideas, and individuals from different backgrounds to help define policy and practice and help shape culture.

Funding will be prioritized for new or expanded projects with a focus on Diversity, Equity, and Inclusion.

Priorities for this category include:

- Services/Programs with a stated focus on Diversity, Equity, and Inclusion –
 - Diversity – Encourages participation from diverse voices in our community
 - Equity – Works to promote equitable outcomes and measures impact in the community
 - Inclusion – Engages and empowers diverse experiences to foster an inclusive community
- Innovative and/or New Programing – Provides innovative solutions regarding issues the City faces
- Communication – Enhances communication to all members of our community
- Issue Awareness – Identifies and addresses our diverse community concerns and interests
- Affordability – Helps to ease residents’ cost of living

(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, clearly identifying which funding priorities are being addressed as identified in section 2 (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 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 Community Critical Priorities.
- 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:** _____