

City of St. Charles, Missouri
**Rules Governing Grants for the Promotion of the Public Health,
Safety and General Welfare of City Residents**

The purpose of City Council Grants for the arts, civic, charitable and neighborhood groups is to enhance the quality of life in our community. To insure that grants are properly awarded, these guidelines are hereby adopted by the City Council of the City of Saint Charles.

1. Only not-for-profit organizations may apply for grant monies. No money may be given to individuals. If the applicant plans multiple events during the fiscal year, one application which explains all events is sufficient.
2. The application shall include an explanation of the public purpose of the grant and how it benefits the citizens of St. Charles.
Definition of Public Purpose: *Generally, a public purpose has for its objective the promotion of the public health, safety, morals, general welfare, security, prosperity and contentment of all, or at least a substantial part of, the inhabitants or residents.*(McQuillin, The Law of Municipal Corporations)
3. Grants will require a contract between the organization and the City, after approval of the City Council.
4. An itemized budget for the event, activity, project or public service must be submitted. The City prefers that not more than 50% of the organization's total budget be funded from a Council Grant. In-kind contributions may be counted toward the group's share of the budget. Grants allocated from separate tax supported funds of the City shall be listed on the application.
5. A report documenting how the funds were expended is required before the end of the calendar year or within sixty days of the event or activity, along with all receipts and invoices for money spent pursuant to the contract. ***No additional grants will be considered for a group which has not submitted this report to the City Clerk's Office by the deadline.*** All contracts will call for the return of any unused portion of the grant money to the City with such final report. City shall disburse eighty percent (80%) of the funds upon execution of the contract and shall disburse the remaining twenty percent (20%) to be paid upon receipt of a complete accounting of income and expenses related to each event, along with all receipts and invoices for money spent pursuant to the contract.
6. Applications will be available in the City Clerk's Office and must be submitted by March 31, 2009, for Calendar Year 2009.
7. Applicants should be aware that funding of special events, activities and projects is not guaranteed by the application process. The City Council reserves the right to consider applications on their merits and to fund those, which in the opinion of a majority of the City Council, should receive assistance.
8. The City Council may take into consideration whether the group applying has other means of financing at its disposal. In the case of governmental or social service agencies supported by a dedicated tax of their own, grants will not be considered for normal operating expenses, but will only be considered for special projects or new services which will directly benefit Saint Charles City residents.
9. Grant awards will be presented at a City Council Meeting to provide information to the public about the program, activity, or event.