CITY OF ALEXANDRIA, LOUISIANA

MAYOR JACQUES M. ROY

Dear Applicant,

In response to your request for funding, in-kind services and/or use of city property, please find attached our Community Partnership Request form.

Article 7, Section 14 of the Louisiana constitution strictly governs how a municipality or other governmental entity can use taxpayer dollars to support any program, event or function, regardless of its purpose. Specifically, the law prohibits straight donations.

The attached form, completed in its entirety, provides the City of Alexandria a method by which to determine whether a program, event or function meets the strict criteria put forth by state law.

This form should be completed at least 90 days before your event, program or function to allow for proper review, preparation and/or legal agreements if deemed necessary.

If you choose to fill out this form by hand, please PRINT clearly. You may also type the application separately but must refer to the section number and letter for each question when responding.

Once you have completed the application, please make a copy for your records, and forward the original along with supporting documentation to:

City of Alexandria
Attn: Office of Community Services
P.O. Box 71
Alexandria, LA 71309

Should you have questions regarding the form itself, you may contact the Office of Community Services, 449-5225 or the Mayor's Office, 449-5000.

Sincerely Yours,
City of Alexandria

COMMUNITY PARTNERSHIP REQUEST FORM

Date Submitted:_____ **FORM A**

Section I. <u>Applicant Information and Other Funding Source Attempts</u>.

Name/Organization: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Fax:** _____

Contact Name: _____ **Contact Email Address:**_____

Non-profit? _____ **Yes** _____ **No. If non-profit, attach copy of IRS exemption letter.**

Are you a Governmental Entity? _____ **Yes** _____ **No**

Event: _____ **Date of Event:**_____

Organization's Mission (brief statement):

Type of Program/Activity: Describe in two or three sentences.

Identify other event sponsors and the amount (or value, if in-kind) of the funding commitment. ***(Supporting documentation required.)***

Identify other attempts to gain funding or support from private, volunteer, or other entities and their responses. ***(Supporting documentation required.)***

Section II. Nature and/or Description of Public Funds or Property Needed.

Amount Requested: _____

Property requested:_____
_____
_____
_____
_____.

In-kind service requested:_____
_____
_____
_____
_____.

(Attach additional paper if more space is needed.)

Section III. Funding Category and/or Basis for Request.

This section seeks information concerning the basis in law for your request under the limited potentially permissible purposes for the City of Alexandria—which may include athletics; recreational activities; cultural or educational activities, such as collaborations with learning institutions, libraries, concerts, art museums and exhibits; parks and playgrounds; and other leisure time and cultural activities and functions of the city. Economic development and advertising/marketing Alexandria or this region is permitted generally only when the activity brings tourism or business to the area which did not already exist or significantly expands activity already in existence.

Which best applies to your request:

____ Economic Development **____ Recreation/Athletic** **____ Advertise/Market**

____ Use of City Property for Public Benefit **____ Aid to the Needy**

____ Arts/Cultural Partnership-Endeavor **____ Educational**

IV. Public Purpose and/or Goal of Request .

This section seeks information about whether this event is for a "public purpose," a requirement by the state constitution before any action involving public funds or property can be given or pledged. This means a benefit solely of a private nature—such as to private clubs, organizations, and so forth, not tied to performance of a public need or program—are presumptively disallowed by state law and can subject public officials to criminal sanction. Your request should be tied to open public participation and overall community development.

If not open to the public, your request may not be allowed. The City is concerned with its goal to benefit all citizens to the extent possible although benefits for a class of persons may be permissible, such as for the needy. The City must examine the governmental action it takes to ensure pledges of its assets or funds do not benefit one person or private entity disproportionately to the benefit to the overall community.

If you are a for-profit applicant, what is the expected private benefit to you, your partners, or members of a club if any part of any fundraising goes to an organization and part to some charitable cause? What is percentage breakdown shown in actual projections?

What is (are) the goal(s) of this project? (In one sentence)

If a governmental entity, is the cooperative endeavor or intergovernmental agreement sought pursuant to local services law, joint emergency preparedness, exchange of surplus property for public safety purposes, or other? (State "other" reason.)

If the use of public funds or property is for social welfare for the aid and support of the needy, how are targeted candidates screened? If not screened, how are they targeted for participation?

V. <u>Benefits to the City</u>.

Proportionality is critical for a public body to give its funds or property. Since this involves taxpayer money, the City of Alexandria has a fiscal responsibility to ensure fairness to all. The City cannot engage in a mere gratuity or giving away of services without a return benefit; however, it may help with your request if you produce a measurable result to the City approximating its gratuity to you.

Does your request or endeavor involve a nearly equal benefit to the citizens you seek to serve when compared to the money or property expended or sought to be used by the public entity? If so, how?

If you cannot show a fair market value dollar-for-dollar match, does your plan or request involve a continuing program or relationship which has a future value attached? How so?

What are your real and substantial obligations to achieve the proportionate return to the City of Alexandria at some point in the future?

What is (are) the expected outcome(s) or benefits(s) to the public from the event to be funded? Specify the number of persons anticipated to be served and the service(s) to be provided.

Describe the history of this program and its success.

If your category was "Economic Development and/or Advertisement," provide the following:

- **Projected number of out-of-town participants and guests**
- **Identify broadcast, web and regional print promotions to be utilized**
- **Average number of days stay by out-of-town guests to this event**
- **Help us estimate the projected economic impact on the City by providing the number of people you expect to attend and how you arrived at this conclusion and the number of days your event lasts. (The City will fill in the "multiplier" based on your previous responses.)**

Number of people_____ X Number of days _____ X Multiplier _____

STATEMENT OF POLICY OF THE CITY OF ALEXANDRIA

The City of Alexandria adheres to La.Const. art. VII, § 14, and its requirement that the funds, credit, property, or things of value of the City shall not be loaned, pledged, or donated to or for any person, association, or corporation, public or private, except that the use of public funds or property for programs of social welfare for the aid and support of the needy may be allowed if for a public purpose. Also, the City of Alexandria *may* engage in cooperative endeavors with other political subdivisions, the State of Louisiana or its agencies, with the United States or its agencies, or with any public or private association, corporation, or individual, if—(i) the expenditure or transfer of public funds or property is based on a legal obligation, duty, or foundation in law giving rise to the ability to legally contract (e.g., a valid statute, ordinance, charter or contract); (ii) the expenditure is also for a public purpose; and (iii) the expenditure creates a public benefit proportionate to its cost (i.e., the amount expended by the City is met with a comparable return or real and substantial obligation to create a future return).

APPLICANT CERTIFICATION

I certify as representative of _____ that the information provided in this application is true and accurate to the best of my knowledge.

Signature: _____ Date: _____

Print Name: _____

ADMINISTRATIVE USE:	**Staff Recommendation**	**_____**
	City attorney review	**_____**
	CEA or IGA completed	**_____**
	Council Action	**Approved____Date_____**