

IN AND FOR THE CITY OF BROOKINGS  
STATE OF OREGON

**In the Matter of a Resolution  
adopting a set of guidelines to be  
used for the Community Relations  
Fund.**

**RESOLUTION 07-R-778**

**WHEREAS**, the City of Brookings has established through its budget process a Community Relations Fund; and

**WHEREAS**, through its budgeting process a fixed amount of funds has been set aside to be used for the purpose of responding to requests for donations from various groups within the community;

**NOW, THEREFORE BE IT RESOLVED** by the Mayor and City Council of the City of Brookings, Curry County, Oregon, that effective September 11, 2007, the following set of Community Relations Fund guidelines are hereby adopted:

1. All applicants must complete a Community Relations Fund Application and provide evidence that:
  - a. the requesting organization is a non-profit organization.
  - b. the project/event will serve a broad base of the Brookings community.
  - c. the lack of Community Relation Funds will prevent the applying organization from going forward with its project/event.
2. Following the application deadline, to be set each year following adoption of the new Fiscal Year Budget, all applications submitted prior to the deadline will be reviewed by a screening committee comprised of City staff and City Council members. Applications that do not meet the above listed criteria will be removed from funding consideration.

3. Screening committee recommendations will be presented to the City Council for funding consideration at the next Council meeting following the deadline.
4. Applicants will be notified of funding approval or denial within one week of Council's decision by the Administrative Services Director or his/her designee.
5. Within three months following the completion date of an approved project/event, the applicant will complete a Performance Measures form and provide information regarding funding leveraged from other sources and the number of persons or other units assisted by the project/event. Failure to comply with this reporting requirement will automatically eliminate the applicant from future consideration for Community Relations Funds.

Adopted by Council on September 10, 2007.  
Date and signed this 11th day of September, 2007.

Pat Sherman  
Mayor Pat Sherman

Attest:

Joyce Heffington  
Interim City Recorder Joyce Heffington