



Request for Partnership Services

City of Temple In-Kind Support Program

Fiscal Year 2023-2024

1 STATEMENT OF PURPOSE

Organizations that currently use City owned facilities, receive staff support, or receive any other in-kind services from the City are required to submit a Request for Partnership Services for continued use or support. Similarly, any organization requesting new in-kind support from the City must submit a Request for Partnership Services.

The City of Temple's Housing & Community Development Department will receive requests from area organizations who wish to use City owned assets, receive program support from City staff, etc.

Any questions should be addressed to Nancy Glover at 254-298-5997 or nglover@templetx.gov.

Strategic Plan Alignment:

Empower Community Leaders Who Foster Collaboration, Engagement, and Participation: Build strong community connections to cultivate a collaborative approach to governance and enhance access to services in the community.

2 ELIGIBLE APPLICANTS

Support is available to non-profit organizations located in the City of Temple city limits.

3 PROGRAM REQUIREMENTS

Programs and entities receiving support under this program should align with the City's Strategic Plan, Comprehensive Plan or Community Development Consolidated Plan. Programs must also pass the Public Purpose Test.

Public Purpose: To be eligible, the proposed request must meet the following 3-part public purpose test:

- (1) Ensure that the predominant purpose of the in-kind support is to accomplish a public purpose, not to benefit private parties;
- (2) Will allow the City to retain ultimate control over the use of all public funds and assets to ensure that the public purpose is accomplished and to protect the investment of public funds; and
- (3) Ensure that the City receives a return benefit.

4 EVALUATION OF APPLICATIONS

Requests will be reviewed for completeness and eligibility. All eligible Request will be ranked according to the criteria stated in this section. In order to be considered for support, applications must score a minimum of 75 out of 100 available points.

While the scoring criteria described in this section is intended to help inform the City's selection of a Request, due to the non-competitive nature of these partnership requests, the City reserves the right to select or refuse to select any Request when measured against the City's strategic policy priorities, including, but not limited to the City's Strategic Plan, Comprehensive Plan, and any plans adopted by the City Council, including budgeted funds.

A summary of the scoring criteria is shown in the table below. More detailed descriptions are in the narrative below the table.

Criteria	Max Points
Organizational Experience and Capacity	15
Extent to which strategic goals are accomplished	10
Project plan and schedule	10
Past Performance with Similar Programs	15
Budget and Financial Capacity	25
Management Team	25
TOTAL	100

Organizational Experience and Capacity (15 points)

Briefly describe your organization’s mission and experience in providing these programs.

Extent to Which Strategic Goals are Accomplished (10)

Describe the organization’s programming and provide an overview of how each strategic goal will be accomplished.

Project Plan and Schedule (10 points)

Describe the implementation plan and schedule in detail.

Past Performance (15 points)

Describe the organization’s programming and provide an overview of previous program’s successes/lessons learned.

Budget & Financial Capacity (25 points)

Provide an organizational budget, financial statements, and a program budget. Details about equipment or furnishings to be purchased will be required. Provide estimates where necessary.

Management Team (25 points)

Consideration will be given to the capacity and experience of the management team. The management team must demonstrate prior successful experience with comparable size and type projects.

5 APPLICATION SUBMISSION

Please review the Application Submission Checklist in Appendix I.

Please submit a completed copy of the Request for Partnership Services by flash drive or by email to:

Nancy Glover, Director
City of Temple
Housing & Community Development Department 101 North
Main Street
Temple, TX 76501
nglover@templetx.gov

Hard copy applications will not be accepted.

6 RIGHTS TO REJECT REQUESTS

The City of Temple reserves the right to reject any and all Request received under this Program or to negotiate in any manner so as to best serve the interests of the City of Temple and use of public funds and resources.

APPENDIX I

APPLICATION SUBMISSION CHECKLIST

To be considered complete, the Application must include the following supporting documents. This should be used as a coversheet for your Application with all attachments in the order as listed below.

- Cover letter briefly describing the proposed project and the amount of funding requested from the City of Temple
- Completed, signed application. Consult with staff regarding any questions.
- Overall project narrative
- Project implementation timeline
- Resume or other qualifications of the project manager, including a list of previous projects
- Letters of Support from other Agencies and Funding Sources with whom you intend to collaborate, as applicable
- Organizational By-laws
- Articles of Incorporation
- 501(c)3 determination letter, or other similar relevant documentation of tax status
- Current year operating budget for the non-profit organization
- List of board members with terms
- Copies of the minutes where the organization's Board approved submittal of this Application to the City of Temple.