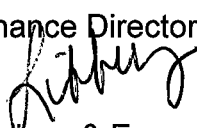




M E M O

DATE: October 14, 2016

TO: Craig White, Finance Director

FROM: Libbey Tucker 
Community Services & Economic Development Director

RE: Community Contribution Request-West County YMCA

Since 1997, the City has allocated funds annually to assist local organizing in providing events or programming that benefits Chesterfield residents. A table of past contributions is attached. The total budget amount for community contributions was set at \$6,000 in the 2016 budget, and to date \$3,000 remains available.

This request from the West County YMCA is to provide funding to supplement transportation costs associated with the Older Adult day trips, as part of the Senior Sizzler programs, of which we partner with the Y to organize and promote. A representative from the Y, Annemarie Deutschmann, sits on the Older Adult Task Force and she, along with our part-time employee Becky Dooley, plan a variety of activities for seniors. Due to the City's \$3,000 contribution in 2015, they have been able to provide four trips outside the area, as detailed in the attached, which are very popular. These funds would be used to help pay for transportation for four trips in 2017. I recommend the request goes before the F&A Committee at the October 24 meeting for consideration, and then moved on to the full council, per the new policy. The application is attached.

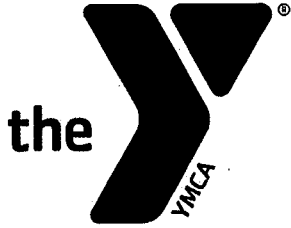
For your information, following are the guidelines for the application:

1. The event shall be open to residents of the City of Chesterfield and shall promote the welfare of the community.
2. The event sponsored by your organization must enhance the overall quality of life within the City of Chesterfield.
3. The event must occur within the geographical limits of the City of Chesterfield.
4. Organizations based in Chesterfield will have priority over other organizations.
5. Your organization must submit a hold harmless agreement prior to the issuance of a check by the Finance and Administration Division
6. Organizations will be eligible for \$3,000 each, unless excess funds remain at year end, at which time the Finance and Administration Committee of City Council shall determine how the available dollars will be allocated.
7. Any organization funded through the City's General Fund shall not be eligible for the City's Contributions Program.
8. Your organization must demonstrate that the contribution will be matched by other

- sources; the organization must provide an estimated total cost of the event and identify the other sources matching the City's contribution.
9. Contributions will be made to organizations only, not individuals.
 10. Contributions must not be used to fund capital items.
 11. Your organization must demonstrate the success and benefit to the citizens of the City of Chesterfield after the event through the submission of a report to the City Administrator, which will be forwarded to the Finance and Administration Committee. This report must include a summary of revenues and expenditures as well as a description as to how City funds were used.
 12. Failure to comply with the above noted requirement shall preclude any future contributions.
 13. There shall be no oral presentations allowed with regard to requests for contributions. The Committee shall review applications only.
 14. The application form provided by the City of Chesterfield must be completed in its entirety and no attachments will be submitted to the Committee with said application.
 15. The event for which a contribution is being sought must occur within twelve (12) months from the date of application.

Let me know if you have questions or need further information.

Attachment



FOR YOUTH DEVELOPMENT
 FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA & City of Chesterfield 2016 Older Adult Day Trip Cost Analysis

The West County Family YMCA would like to thank the City of Chesterfield for awarding a \$3,000 grant for the Older Adult day trip program. This grant has enabled us to host quarterly day trips. A fourth trip to the Botanical Garden’s Holiday Glow is in the planning stages for December 2016.

Older adult activities promote social interaction for senior residents. While we offer many programs throughout the year, these trips provide additional activities to help them maintain a high quality of life. Staying socially active and maintaining interpersonal relationships help seniors maintain good physical, emotional and cognitive functions.

We appreciate the collaboration that has grown between the City of Chesterfield and the West County YMCA and look forward to continuing the relationship.

TRIP NAME	DATE	ATTENDANCE	DESCRIPTION	REVENUE	EXPENSES
Azalea Festival	4/14/2016	35	Transportation	\$1,580.00	\$1,230.00
			Food		\$395.74
			Driver Tip		\$50.00
			Tour Fee		\$175.00
			Y Staffing		\$209.70
Botanical Gardens	6/8/2016	24	Transportation	\$960.00	\$715.00
			Food		\$560.00
			Driver Tip		\$50.00
			Tshirts		\$285.34
			Tour Fee		\$150.00
			Y Staffing		\$209.70
Missouri State Penitentiary	10/18/2016	32	Transportation	\$1,600.00	\$1,015.00
			Food		\$480.00
			Driver Tip		\$50.00
			Museum Fee		\$480.00
			Pie		\$192.00
			Y Staffing		\$209.70
			City Grant	\$3,000.00	
TOTAL				\$7,140.00	\$6,457.18

APPLICATION FOR CONTRIBUTION TO SPECIAL EVENT

CITY OF CHESTERFIELD
690 CHESTERFIELD PARKWAY WEST, CHESTERFIELD, MO 63017

CITY USE ONLY

Reviewed by Finance & Administration Committee: _____ Date

Reviewed by City Council (if necessary): _____ Date

Amount approved: \$ _____

Application Date : 9/21/2016

1. Name of Organization: West County Family YMCA

Contact Person: Annemarie Deutschmann

Address: 16464 Burkhardt Place
Chesterfield, MO 63017

Telephone Number: 636-532-3100

2. Describe the special event for which you are requesting a contribution:

The YMCA is requesting a contribution to support Older Adult day trips that will take place in 2017. The collaboration between the City of Chesterfield and YMCA includes scheduled monthly activities which include quarterly day trips in 2017. The cost of trips is prohibitive for many residents. Participation in monthly events and day trips have gained popularity in 2016 with participation increasing. If awarded the grant, funds will be used to pay for transportation for quarterly trips in 2017.

3. Location and Date of event: Four days trips are planned for 2017. Dates TBD.

4. Amount of contribution requested: \$3000

5. Describe sources and amounts of other contributions for the event:

Table with 2 columns: Source, Amount. Source: Residents, West County Family YMCA. Amount: Expenses such as lunch will be paid by participants, Salaries/benefits of staff for staff to attend, planning meetings and chaperones.

City of Chesterfield

Click here to enter text.

Total

Salaries/benefits for staff to attend
planning meetings and the trips as
chaperones

Click here to enter text.

Click here to enter text.

6. Estimate the total cost of the event:

<u>Description of Expense</u>	<u>Amount</u>
<u>Missouri History Museum-Route 66</u>	<u>\$750</u>
<u>Ballpark Village and Stadium Tour</u>	<u>\$750</u>
<u>Winery Tour</u>	<u>\$800</u>
<u>Botanical Glow Holiday</u>	<u>\$700</u>
Total	<u>\$3000</u>

7. Describe how the residents of the City of Chesterfield will benefit from this event; estimate the number of residents who will benefit from this event; describe how this event will enhance the overall quality of life in the City of Chesterfield:

Each trip will support up to 52 resident seniors. Senior Sizzler activities and day trips promote social interaction for 55+ residents. These trip offerings will add to the existing programs.

8. Describe your plans to report back to the City of Chesterfield on the success of the event, including the number of residents who participated and the revenue and expenditures and use of City funds:

The report on funds spent, attendance numbers will be submitted in the form of a letter highlighting final trip dates, and lunch costs, other fees and be in the last part of the 3rd quarter 2017.

DO NOT INCLUDE ATTACHMENTS WITH THIS APPLICATION.

Annemarie Deutschmann
636-532-3100

Director of Membership Sales

By checking this box, the above-named person verifies that the information provided is true, correct and complete to the best of their knowledge.

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

The Organization shall save, keep and hold harmless the City of Chesterfield, its officers, agents, employees and volunteers from all damages, costs or expenses in law or equity that may at any time arise or be set up because of damages to property or personal injury received by reason of or in the course of holding an event for which the City has contributed funds which may be occasioned by any willful or negligent act or omissions of the Organization, any of the Organization's employees or any subcontractor. The City will not be held liable for any accident, loss or damage to the work prior to its completion and acceptance.

By checking this box, the above-named person verifies that the information provided is true, correct and complete to the best of their knowledge.

If different individual than event contact, please fill in:

Name: Annemarie Deutschmann

Title: Director of Membership Sales