

City of Sandy

Special Service Contract Program Guidelines: 2025-2027

DRAFT 8/4/2025

The Special Service Contract Program (SSCP) is a City of Sandy grant program that supports projects in Sandy that enhance the community and improve the quality of life of Sandy residents, in alignment with the Sandy City Council's goals.

Section 1: 2025-2027 SSCP Program Objectives

Projects seeking funding for the 2025-2027 SSCP grant period must meet at least one of the 4 program objectives listed below:

- 1. Drive tourism-related economic development within Sandy city limits*
- 2. Support the health and physical well-being of residents within Sandy city limits*
- 3. Enhance community livability within Sandy city limits (especially safety & attractiveness)*
- 4. Preserve and / or celebrate Sandy's history and heritage*

Section 2: Eligibility

To be considered eligible, projects must meet the following eligibility requirements:

- A. The project must directly benefit residents living within Sandy city limits. See Section 3 for more information*
- B. The project applicant must be a tax-exempt organization under the Internal Revenue Code, in good standing with the IRS*
- C. The project must not promote or inhibit religious activities*
- D. The project must not promote or inhibit political activities*
- E. The project must not discriminate based on race, ethnicity, age, gender, or sexual orientation*
- F. The project must not involve "self-dealing" or similar conflicts of interest. An example of self-dealing would be a project that can reasonably be expected to benefit the applicant's private business or personal financial interests*
- G. If the project is located on private land, the project application must establish a clear public benefit and must document the property owner's permission*
- H. Past SSCP grant recipients who are reapplying must have a positive record of successful grant completion and compliance with City policies and regulations*

- I. Funding requested for organization staffing must be dedicated to the execution of the specific project being applied for*
- J. Applicants may apply for funding if they have previously received an SSCP grant. However, recurring project applications are not guaranteed continued funding in future grant cycles. The City may choose to fund alternative projects in the future at its discretion*
- K. If an outside grant is listed as part of a project's "other funding sources," the application must include an award letter or other confirmation documentation from the grant provider. Past successes in grant project implementation, including with external grants, will be positively considered by the City*

Section 3: Impact on Sandy Residents

Projects funded through the SSCP must benefit residents within Sandy city limits. While projects funded through the SSCP may also impact the wider community and visitors from out of town (as is the case with tourism-related activities), applications must include a clear explanation of how projects will directly benefit residents within Sandy city limits.

Section 4: Funding Documentation

Applications must include documentation of all project funding sources, including a detailed project budget using the budget template provided within the application form **(Exhibit A)**. The budget will list expense categories (including staff / personnel; project administrative costs; materials / supplies / equipment; event fees / publicity / marketing; transportation costs; and other expenses) and income categories (including SSCP grant funds being requested; other funding sources; and in-kind support).

In-kind support is defined as a resource that is required to complete a project but does not need to be purchased or obtained through financial expenditure; examples include volunteer time, and donated materials and supplies. To estimate the value of donated volunteer labor time, use the suggested hourly rate of \$33.49. This rate was established in April 2024 by the Independent Sector, a national organization that provides research and policy development regarding the nonprofit sector (independentsector.org).

Section 5: Application Process

The SSCP application will be available online and at City Hall beginning August xx, 2025. Applications for the 2025-2027 grant cycle must be received before 9:00 a.m. on September xx, 2025. The City of Sandy is not responsible for any costs incurred in preparing a project application.

Initial Review

Staff will perform an initial review of all applications. Incomplete applications and proposed projects that do not meet the guidelines and/or objectives of the SSCP program will not be considered.

Scoring and Recommendations

The SSCP Review Subcommittee will meet to consider applications and make funding recommendations to the City Council. The Subcommittee will score applications according to the following criteria:

- Advancement of program objectives: projects that will achieve greater advancement of program objectives will be scored higher (*maximum of 20 points*)
- Positive impact on Sandy residents: projects that will produce greater positive impact on residents within Sandy city limits will be scored higher (*maximum of 20 points*)
- Relative value of the investment: greater “bang for the buck” will be scored higher (*maximum of 20 points*)
- Long-term sustainability of the investment: (*maximum of 20 points*)
 - Initial investments or “seed money” that will be leveraged by the applicant to provide sustainable ongoing services without future City funding will be scored higher
 - Funding for long-term assets that will be leveraged by the applicant to provide services for multiple years will be scored higher
- Successful track record of the applicant: applicants with a track record of successful implementation of SSCP or other formal grant programs will be scored higher (*maximum of 20 points*)

Final Selections

The City Council is responsible for final decision-making regarding SSCP funding, which will occur during a regular meeting of the Council. Grant applications may be funded in part or in full, at the discretion of the Council.

Section 6: Grant Agreements

Successful applicants will be required to enter into an SSCP Grant Agreement with the City of Sandy. Applicants should note that liability insurance may be required. A person authorized to represent the applicant organization will be required to sign the contract.

Section 7: Payments

Option 1: Generally speaking, grant agreements will stipulate that payments to grant recipients will be made on a reimbursement basis. Under this scenario, recipients may request reimbursement twice during each grant period; once in June 2026 (halfway through the biennium), and again in June 2027 (at the end of the biennium). Such reimbursement requests must be accompanied by written grant reports, per Section 8.

Option 2: Alternatively, applicants may request an alternative payment accommodation when they submit their application. Such accommodations are intended for organizations with limited financial capacity. If approved, the City Manager may negotiate an alternative arrangement with the applicant that would allow access to funds in advance of expenditures. Grant recipients with alternative payment accommodations must submit written grant reports when required by the City Manager, per Section 8.¹

Section 8: Grant Reporting

In order to receive payment for an awarded grant, and to be considered for future SSCP grants, grant recipients must complete a two part grant reporting process:

Part 1 – Written Reports (2):

Grant recipients must submit written reports with both reimbursement requests.¹ Each report must include:

- A brief description of the project/program
- A description of the accomplishments
- A budget that documents the use of matching sources of support
- Measures of performance (e.g. number of people served; number of tourists attracted; etc.)
- Positive impact to residents within city limits (e.g. number of people served living within city limits; positive effect of the project on the city; etc.)
- Narrative stating how the funds were spent
- Before and after photos of the project, to the extent applicable
- Any promotional material samples (advertisements, flyers, posters, etc.). The City of Sandy Special Service Contract Program must be cited as a project/program sponsor on all promotional materials

Part 2 – City Council Presentation:

Grant recipients must provide a brief (approximately five minute) in-person presentation to the Sandy City Council at the end of the biennium, summarizing the outcomes of the project/program. Presentations will take place at a regularly scheduled meeting of the Council, on a date to be determined by the City. Recipients must present to the Council before requesting their second and final reimbursement of the biennium.

¹ For grant recipients with alternative payment accommodations, the required timing of written grant reporting will be stipulated by the City Manager as appropriate based on the individual circumstances