

**Community Development  
Non-Profit Management Volunteer Center**  
Third Party Funding - General Fund

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BY: TINA MARTINEZ

# Resolution 2025-R-26

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- The resolution to implement the changes were presented to council on January 28, 2025.
- This included dissolving the Third Party Funding Committee and establishing the Civic Partnership and Engagement Committee, along with the corresponding policies for the committees and policy

# Funding Criteria

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- Not to exceed three (3) consecutive years (At least one (1) year must pass before reapplying for funding)
- Reason: For the City to assist a broader range of nonprofits
- \* Application process does not change.
- General fund (only): Maximum amount of funding for a single nonprofit will be \$25,000 per fiscal year.

# Eligible Programs and Expenses General Fund

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## **Economic development:**

- Activities that foster economic growth, job creation, workforce development, contributing to the City's economic progress.

## **Health & Welfare Environment:**

- Programs promoting physical, mental, and social well-being, and addressing needs of underserved populations (Health education, mental health support, substance abuse prevention).

## **Education:**

- Programs supporting teaching, learning, and skills development, such as academic enrichment, literacy, cultural education, and lifelong learning initiatives.

- Salaries/benefits of up to 25% for employees involved in qualifying programs.
- Equipment necessary for program execution.
- Insurance costs tied to program delivery (restrictions apply).
- Utilities associated with program facilities.
- Transportation costs essential for program activities (restrictions apply).
- Program operating supplies, such as food, trophies, medication, vouchers.

# Match Requirement

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- Match volunteer grant requirement: Nonprofits receiving general funds monies must meet the community service contribution by providing volunteer hours based of the funding.
- Volunteer Hour Contribution: Only City-approved activities directly benefiting the community.
- Volunteer Coordinator must approve the activities before volunteering.
- For every \$1,000 in funds the nonprofit must match it with 10 hours
- EX: \$25,000 Grant funded = 250 hours, \$5,000 Grant funded = 50 hours
- Link to Third-Party Funding: Participation in the program and fulfillment of volunteer hour requirements is mandatory for organizations seeking third-party funding from the City.

# Volunteer

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- Non-profits must submit a completed application to the City volunteer coordinator to participate in the program.
- An individual volunteer may donate hours to a participating organization of their choice. Once hours are donated to an organization, they cannot be reclaimed by the individual.
- Hours must be tracked on the "City of Laredo Volunteer Hours Log" form and verified by a designated City staff member overseeing the activity. The form must have two signatures: one from the volunteer and the other from the City staff.
- Non-profits are responsible for ensuring all volunteer hours are accurately logged, documented, and submitted to the city volunteer coordinator with every request for reimbursement.
- All hours must be verified by city staff present at the activity.

# Application and Permit Requirements for Waivers

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- Nonprofits seeking waiver of city expenses must complete and submit all relevant applications and permits for city services.
- Waiver does not eliminate the application process.
- Waiver coverage: City will directly pay for the cost of approved City services.
- Scope of coverage: City will pay for cost covered by the waiver, any additional or unexpected expenses beyond the waiver's scope remain the responsibility of the nonprofit.
- Monitoring and Compliance: City may require proof such as documentation of the event's public benefit or financial records.
- Organizations are required to contribute volunteer hours to City-approved activities directly benefiting the community. Hours are valued at \$25 each and can be applied toward waivers or reductions of specific City fees.

# Use of Volunteer Hour for Fee waivers

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- Volunteer hours may be applied toward the waiver or reduction of specific city fees, such as facility rental fees, equipment use fees, and other related expenses. However, hours cannot be applied toward:
  - ❑ City staff costs (if necessary),
  - ❑ Janitorial or cleaning fees (if necessary),
  - ❑ Damage or cleaning deposits (if required).

# Laredo Civic Engagement Reward Program

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- Eligibility: only non-profit organization can register with the city and must be in good standing.
- Application process: complete the Civic Engagement rewards program application and receive approval from the city volunteer coordinator.
- Volunteer hour contribution: only city-approved activities directly benefiting the community.