2020-21 Town of Quartzsite
Town Economic
Community Outreach Funding Application

The Town of Quartzsite is now accepting applications for 2020-21 Town Economic Community Outreach Funding.

We understand the value of donations from the Town to support local activities and it is our hope that the Town Economic Community Outreach Funding procedures will provide a fair process by which all non-profit organizations will receive timely and equal consideration.

**Applications are due by October 30, 2020 by 4:30 p.m.**

Applications can be found on the Town’s website at [www.quartzsite.az.us](http://www.quartzsite.az.us) or at the Town Hall at 465 N. Plymouth Avenue, Quartzsite, AZ.

*Thank you for all that you do to make Quartzsite a great town!*

Posting locations: TOQ Facebook Page, Town Website, Desert Messenger
2020-21 Town of Quartzsite Town Economic Community Outreach Funding Application

APPLICATIONS WITH ANY BLANKS LEFT ON THE FORM UPON SUBMISSION WILL NOT BE CONSIDERED

Section A

The Town of Quartzsite has an application and allocation process for the Town's Economic Community Outreach Funding for non-profit organizations.

Applications are due by October 30, 2020 at 4:30 p.m.

Name of Organization: ________________________________

Address: _________________________________________

Contact name & title for this application: _______________

Phone #: __________________________________________

Email Address: _____________________________________

Section B requires specific, clearly stated information. Be as detailed as possible. Please see attached for questions regarding your need for funding.

For information or assistance, please call or email: Town of Quartzsite, Finance Department, 928-927-4333, ext 302 sbarnes@quartzsiteaz.org

Mail Applications to:
Town of Quartzsite,
P.O. Box 2812,
Quartzsite, AZ 85346.

or Deliver to:

Town Hall
465 N. Plymouth Ave.
Quartzsite, AZ 85346

Thank you for all that you do to make Quartzsite a great town!
Section B  QUESTIONS – 2020-21 Town of Quartzsite Town Economic Community Outreach Funding Application

1. When was your organization formed?

2. What type of organization is it; for example: government, private non-profit, faith-based, etc.?

3. Is your business registered as an organization under Section 501(c) organizations of the Internal Revenue Code? If so, please include documentation to record the correct status.

4. Give a brief description of your organization including the services provided:

5. How will the funds be used? Please be specific. (What will the Town of Quartzsite’s Community Outreach Funding dollars buy?)

6. How will these services benefit the Town of Quartzsite?
7. Describe how your organization involves volunteers and unpaid personnel to accomplish goals/mission.


8. What are your organization’s major funding sources, other than the Town of Quartzsite?


9. What were your organization’s major expenditures last year?


10. Does your business carry liability insurance? Please add the Town of Quartzsite as an additional insured.


Authorized Signature ___________________________ Date ___________
(Person Authorized to Submit Application)

Internal Use Only:
Approved by: _______________________ 
Council Meeting: ______________________ 
Date ________________________________
ACCOUNTABILITY CONTRACT

This Contract is entered into the 22nd day of September 2020 by and between the Town of Quartzsite, Arizona, an Arizona Municipal corporation (hereinafter referred to as “Quartzsite”) and _______________ (hereinafter referred to as “contractor”).

It is the finding of the Quartzsite Council that Contractor is offering services that benefit the Town of Quartzsite’s community and should receive public funds in support of its’ facility, services and operation.

Now, therefore, in consideration of the mutual covenants between the parties, it is agreed as follows:

1. DURATION OF CONTRACT: The duration of the Contract shall be from JULY 2020 UNTIL JUNE 2021.

2. SCOPE OF WORK: Contractor agrees to use funds received from Quartzsite to provide _______________ (“Services”) meeting the criteria set forth in Exhibit A of the Contract. Contractor also agrees to maintain accurate financial records to enable Quartzsite to verify that the funds provided under this Contract are expended in accordance with this Contract. Contractor shall be responsible for compliance with all applicable federal, state and local laws and regulations.

3. COMPENSATION: Quartzsite shall compensate Contractor for the Services in the amount of $____. Such funds shall only be used for the purposes set forth in Exhibit A.

4. REPORTING: Any agency submitting an application for public funds shall include the following: the amount of public funds requested, a detailed description of the public benefits to be received by the Town in return for the appropriation of public funds, detailed expenditure statements of all public funds and supporting documentation sufficient to evidence how the funds were spent; proof of non-profit status as determined by the Internal Revenue Service; proof of corporate status to include copies of by-laws and articles of incorporation; names and addresses of current board members; and any other documentation as may be deemed necessary by the Town. Funds will be distributed twice per year. The due dates for documentation shall be January 15th and May 14th. Within thirty (30) days from these dates, the Town shall distribute the funds to the agency provided that the documentation has been received by the due dates and within the term of the contract required by Town’s Policy.

5. INSPECTION: Within five (5) days of receipt of a written request from Quartzsite, Contractor agrees to open for inspection and to make available all financial records relating to the Services.

6. CONTRACT NONCOMPLIANCE: If Quartzsite, in its sole discretion, determines Contractor is in breach of this Contract, Quartzsite shall give written notice to Contractor of the specific area of noncompliance. Contractor shall comply within 30 calendar days of the date of notice.
7. TERMINATION FOR CAUSE: If Contractor does not comply within 30 calendar days from the date of the notice of breach, Quartzsite may terminate this Contract. Contractor shall immediately return to Quartzsite all funds not spent for the services described in Exhibit A.

8. TERMINATION PURSUANT TO A.R.S. § 38-511: Quartzsite may terminate this Contract pursuant to A.R.S. § 38-511.

9. INDEMNIFICATION: Contractor agrees to hold harmless and indemnify Quartzsite from any loss, damage, liability, cost, charge or expense, whether direct or indirect, including reasonable attorney’s fees, and whether to any person or property to which Quartzsite, its agents, employees or said parties may be subject to related to the Services, including, but not limited to, actions for bodily injury, illness, death or property damage.

10. INDEPENDENT CONTRACTOR: Contractor is an independent contractor and not an agent or employee of Quartzsite. Contractor shall supervise and direct the Services using Contractor’s best skill and attention. Contractor shall be solely responsible for all staffing, curriculum, scheduling, supplies, equipment for and transportation of participants to events for Services. Contractor shall be responsible to its employees, volunteers, Quartzsite employees and other persons performing any services related to the Services as set forth in this Contract.

11. ENTIRE CONTRACT; AMMENDMENTS: This Contract represents the entire Contract between the parties with respect to the subject matter hereof. This Contract may not be amended except through an appropriate writing signed by both parties.

12. ASSIGNMENT PROHIBITED: Contractor shall not assign any rights acquired hereby, without first obtaining the written consent of Quartzsite.

13. INSURANCE: Contractor agrees that it will carry the following insurance coverage during the term of this Contract:

   General Liability Insurance: $1,000,000.00 per occurrence.

Contractor shall submit certificates evidencing compliance with the requirements of this Paragraph to Quartzsite and warrants that such coverage(s) shall be maintained in full force and effect until Contractor is released from this Contract. Further, Quartzsite is to be named as an additional insured with respect to the services to be performed under this Contract. The certificate(s) of insurance shall name Quartzsite as an additional insured without offset against Quartzsite’s existing insurance and provide for a minimum of thirty (30) days’ notice to Quartzsite prior to cancellation, reduction in coverage or other substantial modification to the required certificate of insurance. The certificate of insurance shall set forth at least the following information:

- Name and address of the insured;

- A statement that Quartzsite is named an additional insured;
• The location of the operations to which the insurance applies;
• The number of the policy and the type or types of insurance in force under it on the date of the certificate;

• Evidence of the amounts and types of coverages;

• The expiration date of the policy and the limit or limits of liability under it on the date of the certificate;

• A statement that all coverage is on an occurrence basis rather than a claims made basis;

• A statement that a minimum of thirty (30) days’ notice shall be given to Quartzsite prior to cancellation, reduction in coverage, or other substantial modification to the required certificate;

• A signature of an authorized representative of the insurance company.

14. NO DISCRIMINATION: Neither Contractor nor its employees or agents will discriminate on the basis of race, religion, handicap, gender or national origin in providing the Services.

15. IMMIGRATION LAW WARRANTY: As required by A.R.S. § 41-4401, Contractor hereby warrants its compliance with all federal immigration laws and regulations that relate to this employee and A.R.S. § 23-214(A). Contractor further warrants that after hiring an employee, Contractor verifies the employment eligibility of the employee through the E-Verify program. If Contractor uses any subcontractors in performance of the services, subcontractors shall warrant their compliance with all federal immigration laws and regulations that relate to its employees and A.R.S. § 23-214(A), and subcontractors shall further warrant that after hiring an employee, such subcontractor verifies the employment eligibility of the employee through the E-Verify program. A breach of this warranty shall be deemed a material breach of the Contract that is subject to penalties up to and including termination of the contract.

16. NOTICES: All notices provided for herein shall be hand delivered, delivered by overnight courier (e.g., Federal Express) or sent by certified or registered mail, return receipt requested, addressed to all parties hereto at the address designated for each party beside its signature or at such other address as the party who is to receive such notice may designate in writing. Notice shall be deemed completed upon: (i) such hand delivery or courier delivery or (ii) three (3) days after the deposit of same in a letter box or other means provided for the posting of mail, addressed to the party and with the proper amount of postage affixed thereto. Except as otherwise herein provided, actual receipt of notice shall not be required to effect notice hereunder.
IN WITNESS WHEREOF, the parties hereto have hereunto subscribed their names

For Contractor

(Authorized Signature)

Print Name

Title

Address

City State Zip Code

Telephone No.

For Quartzsite

Mayor

Quartzsite Town Hall
PO Box 2812
Quartzsite, AZ 85346

Attest:

Town Clerk

Approved as to Form:

By: Gust Rosenfeld, PLC
Town Attorney
By Susan D. Goodwin
EXHIBIT A

SCOPE OF WORK

For use if the contractor and/or its employees or subcontractors will work with children:

Contractor shall be responsible for obtaining a fingerprint background check on any employees and/or subcontractors who will work with or otherwise come into contact with persons under the age of eighteen years. Contractor shall provide the results of the fingerprint background check to the Town Manager within three days of receipt by the Contractor of the background check.

For use if the contractor and/or its employees or subcontractors will NOT work with children.

Contractor represents to Quartzsite that neither its employees nor its subcontractors, if any, will work with or otherwise come into contact with persons under the age of eighteen years when providing the Services. In the event any of Contractor’s employees or subcontractors commence working with or otherwise come into contact with persons under the age of eighteen years when providing the Services, Contractor shall immediately notify Quartzsite and shall be responsible for obtaining a fingerprint background check on such employees and/or subcontractors. Contractor shall provide the results of the fingerprint background check to the Town Manager within three days of receipt by the Contractor of the background check.

The Contractor agrees to the use of funds received from Quartzsite solely for the following services: