

**A Resolution of the City of Plano, Texas, repealing and replacing Resolution 2003-2-19(R) to establish minimum requirements for all organizations that seek funding from the City through the Community Relations Commission, Cultural Arts Commission (formerly known as the Cultural Affairs Commission) and the Heritage Commission to expand and clarify minimum eligibility requirements for non-profit organizations and to provide a reporting exemption for certain organizations and providing an effective date.**

**WHEREAS**, on February 24, 2003, the City Council adopted Resolution No. 2003-2-19(R) which established minimum requirements for all organizations seeking funding from the City through the Community Relations Commission, Cultural Arts Commission (formerly known as the Cultural Affairs Commission) and the Heritage Commission (hereinafter collectively referred to as "Commissions"); and

**WHEREAS**, the City Council finds that it is in the best interest of the City to establish minimum requirements for any organization that seeks funding through the Commissions and to expand and clarify non-profit organizations actively seeking tax-exempt status under Section 501(c)(3) or 501(c)(13) of the Internal Revenue Code may be eligible to apply for funding; and

**WHEREAS**, the City Council recognizes that the Commissions may set additional requirements, and that the Commissions will review the applications submitted by the organizations that request funding and will advise City Council as to the distribution of City funding to the various organizations.

**NOW THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF PLANO, TEXAS, THAT:**

**SECTION I.** The City Council hereby establishes the following minimum requirements for organizations requesting funding from the City through the Commissions:

1. The organization must be non-profit. The non-profit organization must be tax-exempt under Section 501(c)(3) or 501(c)(13) of the Internal Revenue Code and obtain a tax-exempt ruling letter or be actively seeking tax-exempt status under Section 501(c)(3) or 501(c)(13) of the Internal Revenue Code and provide documentation of tax-exempt application submission.
2. At the time the application is filed with the City, the organization must be in good standing with the Secretary of State for the State of Texas.
3. The organization must provide to the City quarterly expenditure reports. Organizations that produce only one event per year are exempt from submitting quarterly reports and must instead submit a single report no later than 60 days after the event.

4. At the time the funding is awarded, the organization must have insurance in effect in the amount and type established by the City's Risk Manager, naming the City as an additional insured.

Each Commission may set application requirements in addition to the requirements prescribed above.

**SECTION II.** This Resolution shall become effective immediately upon its passage.

**PASSED AND APPROVED** on the 14th day of April, 2025.

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John B. Muns, MAYOR

ATTEST:

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Lisa C. Henderson, CITY SECRETARY

APPROVED AS TO FORM:

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Paige Mims, CITY ATTORNEY