

LART Off-Cycle Application Policy

As adopted by the LART Citizen's Advisory Committee ("CAC") at its regular meeting on April 13, 2017.

1. The CAC shall recommend retaining a reserve with a minimum balance of \$250,000 as part of its on-cycle funding recommendations to City Council. Requests for funding allocations from the reserve may be placed on a future LART CAC agenda for consideration by a vote of the majority of the voting members. All or part of the reserve may be allocated for events or projects as recommended by a vote of the majority of the voting members and approved by City Council at any time during the year. Generally, the reserve funding is intended for unusual, catalytic, or remarkable projects rather than routine event or projects normally addressed through the regular LART funding cycle.
2. Off-cycle funding applications will be considered by the CAC if the final actual LART revenues received in a given year exceed the expenditures approved by Council.
3. Because the actual revenues are not calculated until after the year for which they were budgeted, the CAC will consider off-cycle applications for excess revenues in the year following the budgeted year.
4. All off-cycle applications must be received by March 1 for the year in which the applications will be considered.
5. The CAC will consider all off-cycle application at its regular March meeting.
6. The event or project for which the funds are being requested must occur in the year when application is submitted.
7. Events and projects that were denied funding during the previous regular application cycle will not be considered.
8. There must a compelling reason why the event or project needs off-cycle funding as opposed to applying for funding during the regular application cycle.
9. Off-cycle applications must use the regular cycle application and attach a one-page (maximum) letter explaining the compelling reason why the event or project should be funded outside of the regular application cycle.
10. All other rules, policies, and procedures related to regular applications and funding shall apply.
11. Exceptions to this policy may be made by a vote of the majority of the voting members of the CAC.