

**City of Sheridan**  
**General Purpose Excise Tax (GPET) Annual Application Policy**

The purpose of this policy is to establish procedures and guidelines for outside entities applying for General Purpose Excise Tax (GPET) funds.

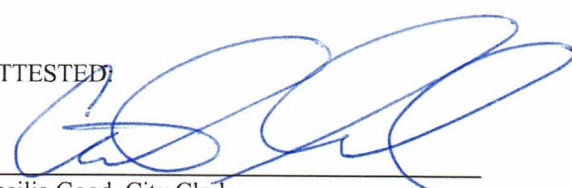
1. GPET funds for outside groups shall be governed by the General Purpose Excise Tax Policy.
2. Only non-profit and governmental entities are eligible to apply for GPET funds.
3. Applications for GPET Funds must be completed annually.
4. The Governing Body will determine the amount of GPET funds to be distributed to outside groups.
5. Staff will review applications for completeness.
6. Staff will provide completed applications to the Governing Body.
7. The Governing Body will determine which applicants will receive funding based on the intended use of funds and the Governing Body priorities and needs of the City.
8. Recipients will be required to enter into General Purpose Excise Tax Agreement with the City.
9. Payments to recipients will be disbursed quarterly.
10. Recipients must submit a Semi-Annual Performance and Financial Report by January 15.
11. Recipients must submit an Annual Performance and Financial Report by July 15.
12. Semi-annual and annual reports not submitted on time may result in the withholding of future disbursements.
13. Unspent funds at the end of the fiscal year shall revert to the contingency account for future re-allocation.
14. The following timeline shall apply to the application process:
  - a. September 1 – September 20 – Advertise availability of GPET applications
  - b. September 1 – September 30 – Distribute applications and accept questions from applicants
  - c. October 1 – October 7 – Prepare answers for dissemination to applicants
  - d. October 1 – October 31 – Complete and submit applications by applicants
  - e. November 1 – November 30 – Review applications for completeness
  - f. December 1 - January 15 – Governing Body evaluates applications
  - g. 2<sup>nd</sup> January Meeting – Governing Body determines recipients and amounts
  - h. February 15 – Staff distributes agreements to recipients
  - i. February 28 – Recipients return signed agreements to City
  - j. March – Agreements executed by the Mayor

PASSED, ADOPTED AND APPROVED OCTOBER 19TH, 2020.

CITY OF SHERIDAN, WYOMING

  
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Roger Miller, Mayor

ATTESTED:

  
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Cecilia Good, City Clerk