



Person County

Non-Profit Agency Funding Policy

December 1, 2008

Purpose: To establish a policy that ensures an accountable, objective, and fair process for funding nonprofit agency grant requests.

Policy: Person County Government may award grants on an annual basis to nonprofit agencies that are located in Person County and provide programs or services to the residents of Person County.

The programs or services provided by the non-profit agency must do one or more of the following:

- Complement or enhance a current county service at a reduced cost
- Provide a service to the community through means that are more cost effective than the government
- Fill in gaps that may exist between government services and community needs

Procedures:

1. Application Process

- A public notice announcing the availability of the funding application will be made on the County's website and in the *Roxboro Courier Times*
- The application will be available from the County's website
- All nonprofit agencies who wish to be considered for County funding must complete an annual nonprofit funding application
- Applications are made available annually in February and are due back to the County Finance Department by the published deadline
- Applications received after the published deadline will be deemed ineligible for funding that year
- Applications that are incomplete will be deemed ineligible for funding that year
- Submission of a complete application does not guarantee funding
- An annual public hearing will be held to allow nonprofit applicants to address the Board of County Commissioners

2. Review & Funding Process

- Eligible applications will be reviewed by the County Manager and her designees
- A recommendation for funding and a recommended amount will be presented to the Board of Commissioners for their consideration as part of the annual budget process
- Upon the County Commissioners' approval of the annual budget, grant notification letters will be sent to the agencies who submitted applications for funding
- The County will consider funding on an annual basis only
- Agencies that have received funding in the past must reapply for funding annually

Funding Criteria: Applications will be reviewed and recommended for funding based on the following:

- Must submit IRS tax-exempt letter stating 501c3 non-profit status
- Must submit completed application by published deadline
- Must state community need for services and provide a service that meets the descriptions in the policy statement above
- Must state achievable, outcome-based goals and outline a plan to meet goals
- Must not duplicate services already funded by Person County
- Must demonstrate diversity of funding sources
- Must demonstrate financial stability

Requirements to Receive Funding:

- Enter into a contract with Person County for the delivery of services
 1. the contract will include:
 - a. the scope of services to be provided
 - b. payment arrangements
 - c. a requirement for performance monitoring and submission of an annual report documenting program success
- The County at its discretion, may require an examination of any agency's financial statements
- An annual performance report documenting the use of the County's funds and the accomplishments of the program will be submitted at the end of the fiscal year
- Failure to comply with any of the above requirements may result in suspension of current funding and/or elimination of future funding