

DRAFT

**Town of Sunset Beach
Outside Agency Funding Request Guidelines**

Outside Agency Eligibility

Before applying through the Town of Sunset Beach grant process, organizations must first review and confirm that all general eligibility criteria are met.

Organizations interested in applying through the Outside Agency grant process *should* meet the following eligibility criteria:

1. In operation for two or more years
2. Provide data which documents that 50% or more of their target impact is in the Town of Sunset Beach.
3. Have an annual income of less than \$???????.
4. One-to-one match - the organization must cover at least half of the cost of the project or program with its own income. (In-kind contributions of time and services cannot be used.)
5. An organization is ineligible for any Town of Sunset Beach Outside Agency Grants if:
 - I. It has undesignated cash reserves, exclusive of assets listed in parentheses (endowment, capital improvement, and other restricted funds and donated works of art) in excess of one year's operating expenses; or
 - II. It has budgeted a deficit in the fiscal year for which funds are requested. (In the case of an accumulated standing deficit, the organization must submit a feasible plan for eliminating the deficit with its application.)
 - III. It has received Outside Agency Grants for the previous 3 years. The Outside Agency may be eligible the following year.

Submitting a Grant Application

The deadline for submitting grant application packets is **Monday, XXXXXX at 4 p.m.** Applications may be delivered electronically or by mail to the Finance Department. Applications may not be sent by fax. Applications must be complete and accurate.

Outside Agency grant application forms can be obtained in two ways:

1. Electronic versions can be obtained from the Town of Sunset Beach grants opportunities web page at www.sunsetbeachnc.gov.
2. Electronic versions can be requested by email from Bonnie Schwerd at bschwerd.atmc.net.

Outside Agency Application – Specific Information

Information below is provided to assist an organization in filling out the Outside Agency Application.

Total Agency Budget

This section of the Outside Agency's funding request application captures the agency's total budget and the amount requested from the Town. Often, agencies may provide several services – all services should be included in this section, even if the agency is only requesting funding for a specific service or program.

Total Program Budget (only if the agency is requesting funds for a specific program)

If the agency is requesting Town funding for a specific program, this section reflects only those program funds. If Town funding is being requested as part of the total agency budget, completion of this section is not required.

Regranting ?

Application Attachments

In addition to completing the Outside Agency's funding request application, agencies must provide the following:

1. Articles of Incorporation and Agency Bylaws;
2. Current Board of Directors: Roster, meeting schedule, attendance policies, appointment process, and by-laws;
3. Financial Policies: (e.g. policies and practices regarding fund balances, restricted funds, deposits, transfer of funds, investing, purchasing, vendor selection, employee reimbursement/travel, and grant administration);
4. Federal Tax Returns for the previous two years;
5. Annual Audits: Must be conducted by a certified public accountant and follow general accounting practices; financials must be two-year comparative, completed on a fiscal year that is consistent with the Town, and include a chart of accounts;
6. Non-profit Status: 501(c)3 designation from the Internal Revenue Service; and
7. Organization Chart: Chart of organization structure and chain of command and functional areas.

Funding Request Review Process

Outside Agency funding requests are subject to a multiple review process:

1. The Finance Director reviews requests for funding and presents a summary of all Outside Agencies funding requests, including information regarding financial condition, to the Town Council as part of their budget work sessions in the spring.
2. The Finance Department and Town Administrator review Town-wide revenue levels and requests from Town departments and outside agencies.
3. The Finance Director presents the recommended budget to the Town Council. The Town Council votes on the budget recommendation. All requests for Town funding must be approved by the Town Council.
4. The Finance Department notifies approved Outside Agency of the Town Council's decisions. Contract and reporting requirements (outlined below) are required for all Outside Agency. The Finance Department is responsible for oversight of an Outside Agency's contract.

Outside Agency Timeline

- **November** - The Town's grants opportunities webpage is updated with the upcoming fiscal year's application for Outside Agency grants. The application and due date information can be found at on the Town of Sunset Beach website (search: grant opportunities).
- **Mid-January** - Outside Agency funding request applications are due to the Finance Department.
- **February/March** – Requests are reviewed by Town staff.
- **April** - Outside Agency summaries are presented to the Town Council at a budget work session.
- **June** - Town Council votes on the budget. Upon budget approval, Community Agencies are contacted by the Finance Department overseeing the organization's contract and reporting requirements.

Requirements of Outside Agency if Town Funding is Approved

The following sections outline the requirements of an Outside Agency should funding be awarded. The contractual arrangement between the Town and the Outside Agency will outline the specifics regarding reporting and financial requirements.

Contract

The Town of Sunset Beach is contracting with agencies for specified units of service at an agreed upon cost. When funding is approved, a contract is sent to the agency specifying the terms and conditions of funding, procedures for payment of funds, reporting, monitoring and evaluation requirements and a detailed schedule of services to be provided. The applicant must sign and return the contract signifying agreement to the terms and conditions. No major changes can then occur, either in activities, financing or use of funds, without requesting and receiving approval in writing from the Town of Sunset Beach.

Contractual Requirements:

1. Assurance of compliance with the Town’s nondiscrimination policy
2. Assurance of adherence to generally accepted accounting principles
3. Specified Town credit inserted into all print and electronic marketing materials
4. Conflict of interest policy

Payment

Payments are made on a reimbursement basis only. According to the fiscal requirements established by the Town of Sunset Beach, all payments must be requested in writing and with verification of expenditures.

Reporting Requirements

Related to the agency’s scope of services, Outside Agencies contracted to receive funding from the Town are required to provide performance data actuals based on the service output and outcome data provided in the application on bi-annual basis.

1. Interim Report – due mid-way through the project, or by January 15.
2. Final Report and Cash Position Statement – due thirty (30) days after the completion of project, or by July 31.

Audit Requirements

For Grants of \$25,000 or more: Grant recipients must submit two original, bound copies of their annual audit report within 120 days of their fiscal year-end. The fiscal year must be inclusive of the grant award and the audit must be conducted by a certified public accountant licensed in North Carolina. Each audit report must be accompanied by a management letter, if one has been prepared by the auditor, and a copy of the agency’s final budget for the fiscal year. For most organizations the audit deadline will be November 2, XXXXX..

For Grants of \$25,000 or less: An audit is recommended but not required by the Town. If a grant recipient does receive an audit, however, two original, bound copies of the audit inclusive of the grant award, two copies of the agency’s final budget for the fiscal year, and any management letter should be submitted to the Town of Sunset Beach Finance Department within 120 days following the end of the organizations fiscal year.

The Town, at its discretion, may require an examination of any agency’s financial records by the Finance Department.