



Town of Sunset Beach

Agency Funding Request Checklist

Attachment	Item Description
	Town Funding Application
1a	Copy of Articles of Incorporation
1b	Copy of Agency By-laws
2a	<p>Project Description</p> <p>(1) Brief narrative description of public services/project to be provided <i>This should be limited to 150 words or less.</i></p> <p>(2) Project/Program Outputs – List at least three measurable outputs <i>This should be quantifiable statistics, such as (but not limited to): number of people served, number of trainings held, number of jobs created, number of new events, etc.</i></p> <p>(3) Projected Outcome <i>This should show the anticipated results that will benefit Sunset Beach residents. Example 1: Increase Town of Sunset Beach Accommodations Tax revenues by 5% for the off-season month of February. Example 2: Demonstrate an increased quality of life for at least 10% of Town of Sunset Beach residents (as demonstrated by pre- and post-project survey) through the creation of Community Recreation activities.</i></p>
2b	<p>Project Cost</p> <p><i>Indicate total project/program cost.</i></p>
3a	<p>Capacity</p> <p><i>Include resume for program/project lead person(s) or a brief description of experience in performing such activities.</i></p>
3b	<p>Organizational Chart</p> <p><i>Provide an organizational chart with Agency's structure and chain of command.</i></p>
3c	<p>Copies of Agency Federal Tax Returns</p> <p><i>Include most recent two years of Agency's IRS Form 990. If the agency is not required to complete a full IRS 990, the Agency should submit its federal tax returns (or postcards) along with a listing of the Agency's Board of Directors and their addresses.</i></p>
3d	<p>Copy of most recent year's Audited Financial Statements</p> <p><i>Provide an Audit performed by a CPA registered in North Carolina, if one has been performed. If Agency has not had an audit of its financial statements completed, it should provide detailed financial statements for the most recent two years that indicate revenues, expenditures and year-end fund balances.</i></p>
3e	<p>Agency Budget</p> <p><i>Provide a copy of the Agency's most recent total annual budget. This should include all programs and services.</i></p>
3f	<p>Project Budget</p> <p><i>Provide a budget of planned expenditures and revenues for the specific project for which funding is being requested. Budget should be detailed enough to show the types of expenditures and major sources of anticipated revenues.</i></p>