

## **Harnett County Policy for Funding Nonprofits**

### **Purpose**

To establish a policy that ensures an accountable and consistent process for submitting, reviewing, and approving nonprofit agency funding requests. This policy is subject to allocation of funds by the Board of Commissioners.

### **Policy**

Harnett County Government has no statutory requirement to fund nonprofit agencies. However, the Board of Commissioners may consider providing funding to nonprofits that provide a vital service the County does not provide, or if the agency can deliver the service at a reduced cost or in a more expedient manner or to better the community. In each case, a Nonprofit Funding Committee comprised of citizens, elected officials and staff will carefully review applications for funding. The committee will make a recommendation for funding, which will be considered for approval by the Board of Commissioners. Approved requests will be funded for one year only and the agency must apply annually for consideration.

### **Priorities**

Priority areas for funding include five categories – Human Services, Education, Health and Safety, Environment and Animal Welfare, and Arts, Culture and Recreation. Funding requests for Human Services may be reviewed and prioritized with the assistance of the Social Services Director, Health Director or a local mental health entity, or others as needed. Other subject matter experts may be called upon to review requests in the other categories if deemed necessary by the Committee.

### **Eligibility**

- Startups will be considered for funding, but must submit a budget and a plan of operation.
- Only one application will be allowed per agency per fiscal year.
- Agency must provide articles of incorporation.
- Agency must provide mission statement along with goals and objectives, as well as an organizational chart.
- Human Services agencies applying for funding must have 501(c)(3) status verification through the IRS and a current solicitation license from the NC Secretary of State (or exemption letter).

### **Procedures**

1. Application Process
  - A public notice announcing the request for applications will be made on Harnett County's website ([www.harnett.org](http://www.harnett.org)) and in the local newspapers by February 1 of each year to coincide with the annual budget process for the upcoming fiscal year.
  - The application form will be available digitally on Harnett County's website, and physically in the Harnett County Public Library and in the County Manager's Office.
  - Applications are due back to the County Manager's Office by the last working day in February.

- Applications received after the deadline will not be considered for inclusion in the annual budget for funding as part of the budget process, but may be considered by the Board of Commissioners at a later time.
- Applications that are incomplete will be deemed ineligible for funding and will be returned to the agency with explanation of rejection.
- Annual budget, board roster and a non-discrimination statement must be submitted with application.
- Annual audit or financial review for prior year must be submitted with application.
- All other funding sources for the prior year should be included with application.
- Submission of a complete application is no assurance of funding.

## 2. Application Criteria

- Agency must submit complete application by published deadline of the last working day in February.
- Application must state community need for organization's services and agency must provide a service that meets the description in the policy statement above.
- Application must state outcome-based goals and outline a plan to meet stated goals.
- Agency must demonstrate diversity of funding sources.
- Agency must demonstrate financial stability.

## 3. Review Process

- Eligible applications will be reviewed by a Nonprofit Funding Committee, which will be comprised of five volunteers appointed by the Board of Commissioners, two Commissioners and select county staff.
- A recommendation of agencies to fund and funding amounts will be presented to the County Manager by the Nonprofit Funding Committee no later than March 15.
- The County Manager will provide the Nonprofit Funding Committee's recommendations to the Board of Commissioners as part of the annual budget process.
- The Board of Commissioners will be responsible for determining the funding amount for each nonprofit agency chosen to receive funding.
- Letters will be sent to applicants notifying them of the outcome of their requests no later than July 31.
- Agencies that are awarded funding will be sent a memorandum of understanding which must be completed and returned in a timely manner.

## 4. Accountability

- A financial report must be submitted with the next year's application by February 28.
- An annual program performance report which will include the use of the county's funds and the accomplishments of the program must be submitted at the end of the funding period, July 31.
- Failure to comply with any of the above requirements may result in suspension of current funding and/or elimination of future funding.