

ADMINISTRATIVE CODE
BOARD OF COUNTY COMMISSIONERS

CATEGORY:

CODE NUMBER:

Financial/Fiscal/Budget

AC-3-19

TITLE:

Policy for Special Need Request from
Community Organizations for Financial
Assistance from the County

ADOPTED:

8/5/92

AMENDED:

4/28/93 4/6/94

ORIGINATING DEPARTMENT:

County Administration/Budget Services

PURPOSE/SCOPE:

Providing a policy for processing and evaluation requests made by community organizations for financial assistance to ensure a consistent, thorough and equitable examination of all request.

POLICY/PROCEDURE:

All requests received by a county official or department, with the exception of those from Human Service agencies seeking funds through the Community Agency Support Program under the Department of Human Services, should be directed to the Office of Budget Services.

Requests will then be logged and prioritized according to established criteria by the Special Needs Committee. The Special Needs Committee will be composed of a representative from each local municipality and a representative from County Administration. The requests will then be presented to the Board during budget reviews.

Two distinct, categories of financial assistance are identified:

RECURRING

Proposals received from applicants who are requesting continuous funding or requesting funding for consecutive years will be considered under **this** category.

An organization may **only** receive funding under this category for a maximum of three years under the **following** guidelines;

- Year 1: Approved applicant eligible for up to 100% of request based on established criteria below.
- Year 2: Approved applicant eligible for up to 65% of the prior year request.
- Year 3: Approved applicant eligible for up to 35% of Year 1 request.

ONE-TIME REQUESTS

One-time requests will be considered for financial assistance based on the established criteria. Organizations which have received a "one-time" request, but **are seeking** financial assistance in the consecutive **year** will be considered under Year 2 of the category "recurring".

CRITERIA

Proposals will be prioritized in the following order: public **health, safety,** cultural, scientific and technical programming.

The amount of the request cannot exceed 25% of the projects budget.

All of the following documentation must accompany the request for assistance:

- * Documentation of Non-Profit Status
- * Documentation of Community Support of Project
- * Documentation that the organization does not discriminate based on race, religion, sex or natural origin. Agency must comply with Federal Equal Employment opportunity.
- * A statement that the organization's goal is not primarily fund-raising or lobbying
- * Documentation that the organization is fiscally sound - provide current audit.
- * Itemized budget of expenses and revenues with detailed narrative.
- * Measurable objectives within the timeframe of funding requested.
- * Documentation of Need for Services.
- * Documentation that services performed do not duplicate a County department or an agency funded by the County..

Detailed expense reports should be provided by the organization to the department responsible for monitoring the grant. Approval for any exceptions must be made by the Board of County Commissioners.

The approved legal contract for grants to organizations outside the County Government should be used for Special Needs organizations.