

	<b>Policy:</b> Community-Based Organization Funding Policy	<b>Effective Date:</b> 03/31/2008
	<b>Policy Number:</b> POL-2008-002	<b>Revision Effective Date:</b> January 30, 2009; March 9, 2010
	<b>Responsible Party:</b> Town Council	<b>Revision Page Number:</b> 2 & 3; 6



**TOWN OF SUMMERFIELD**  
**Community-Based Organization**  
**Funding Policy**

**Adopted**

March 30, 2008

**Effective**

April 1, 2008

## **Town of Summerfield Community-Based Organization Funding Policy**

### **Principles:**

Funds shall only be appropriated to organizations that can document compliance with all applicable federal and state regulations related to tax-exempt status.

Organizations requesting funding should be able to document that they provide on-going services to the community, that they are governed by a Board of Directors that serves without compensation unless expressly allowed by Council, and that their financial management is subject to an independent audit or review at the completion of the year for which the funds are requested.

Funds shall only be appropriated for public purposes.

Requests for funding will be accepted during the Town's annual budget preparation process. Requests should be submitted by March 15 of each year along with a written performance report for renewal funding requests.

Requests for funding for direct services to Town of Summerfield residents shall be given the highest priority funding.

Requests for services that duplicate services that are already available (supply = demand) to the public through other means will be given the lowest funding priority.

### **Process:**

The Finance Committee will review applications in accordance with the Non-Profit Funding Criteria and will make funding recommendations to the Town Council.

Funded services must be equally available to all eligible residents of the Town. Each non-profit organization may develop its own service eligibility criteria, but such criteria may not include any form of illegal discrimination. If the agency charges fees for services to be provided with Town funding, those fees must be applied as a sliding fee basis that allows all to participate irrespective of their ability to pay full cost.

The applicant organization should clearly demonstrate its ability (i.e., that it has appropriate staffing, financial resources, equipment, etc.) to provide the proposed services.

Proposals shall clearly identify the relationship between the funding request and the provision of a given service or services.

Proposals shall clearly document the need for the proposed services.

Proposals shall identify the number of Summerfield Town residents that are expected to receive direct services during the fiscal year as a result of Town funding. Renewal requests shall indicate the actual number of Summerfield Town residents served during the funded period.

Proposals that request funding for services that are already available in the Town must clearly demonstrate that they will address an unmet service demand, or that they will deliver comparable services at a significantly lower unit cost than the currently available services.

Each organization that receives funding shall present a written performance report to the Town on or about March 15 of each year that documents success in providing the funded services during the prior eight (8) months for initial requests or twelve (12) months for renewal requests. The written report should accompany funding requests for the upcoming fiscal year if applicable.

**Definition: Community Based Organization (CBO)-** For the purposes of the Town of Summerfield, a CBO is defined as an organization from which citizens get direct services. Professional organizations from which the Town gets services will not be considered CBOs.

STATE OF NORTH CAROLINA  
COUNTY OF GUILFORD  
TOWN OF SUMMERFIELD

**STANDARD ASSURANCES BY TOWN-ASSISTED  
NON-PROFIT AGENCIES AND/OR ORGANIZATIONS**

**PURPOSE:**

For each fiscal year, any “non-departmental” (non-direct” or “outside”) agency or organization requesting Town assistance funds must submit an original signed copy of this document with their budget package request.

These assurances shall act to hold the Town of Summerfield harmless from any liability that the agency or organization may incur.

**ASSURANCES AFFIDAVIT**

Where applicable, the authorized official of the agency or organization given below assures the Town of Summerfield that:

- A. The agency/organization is a legal entity under Federal and State laws and is authorized to provide services proposed for financial assistance from the Town.
- B. The agency/organization has the legal authority and the institutional, managerial, and financial capacity to ensure the proper planning, management, and completion of the project(s) proposed for the Town financial assistance.
- C. The agency/organization will establish safeguards to forestall the appearance of or actual conflicts of interest or personal gain.
- D. The agency/organization will comply with all Federal and State laws and regulations related to discrimination, workplace drug abuse and treatment, workplace health and safety, workers’ compensation, the Fair Labor Standards Act, the Hatch Act, taxes, and other personnel and applicable workplace requirements.
- E. The agency/organization will comply with applicable program/project services standards, contracts and regulations for any programs/project services assisted by the Town.
- F. The agency/organization will comply with Federal and State laws and regulations related to financial and compliance audits and will submit a copy of each independent audit report and management letter for requests greater than \$1,000 or independent review for requests of \$1,000 or less to the Town Manager within 60 days after issuance.
- G.. The agency/organization will hold the Town of Summerfield harmless from any claim or liability that may arise or result from the operation of any program/project service(s) assisted by the Town of Summerfield.
- H. The agency/organization will submit promptly to the Town Manager any information requested related to any program/project services assisted by the Town.

- I. The agency/organization will comply with any Town ordinance or policy applicable to any program/project services assisted by the Town.
- J. The agency/organization will comply with a formal bid requirements process set forth in the organization's Purchasing Policy when performing construction or repair work, or when purchasing (including lease purchasing) apparatus, supplies, materials or equipment involving any Town funds except that municipal departments shall follow their respective municipal purchasing policy consistent with North Carolina General Statutes.
- K. All Town funding shall be utilized strictly for the operation, maintenance and capital needs of each agency/organization as set forth in their respective proposals. Any item acquired using Town funds by agency/organization shall become property of that agency/organization when applicable. In the event an agency/organization decides to dispose of property acquired with any Town funds and owned by the agency/organization, then other agencies/organizations will be given first opportunity to acquire the surplus property. In any event, proceeds obtained from sale of surplus property acquired with any Town funds shall be used only for the same purpose as Town funds.
- L. The agency/organization will submit a written annual performance report on or about March 15 of its uses of Town funding and the tangible benefits of the funded activities to Town residents.

**Certification**

The above assurances will be complied with for the fiscal year for which funds are being requested, and the Town of Summerfield reserves the right to request and inspect evidence of compliance.

Agency/Organization \_\_\_\_\_

Box/Street/Route \_\_\_\_\_

Town/State/Zip \_\_\_\_\_

Federal Tax ID Number \_\_\_\_\_

By (Signature) \_\_\_\_\_

Printed/ Typed Name \_\_\_\_\_

Title \_\_\_\_\_

Date Submitted \_\_\_\_\_

For Fiscal Year Ending June 30, 20\_\_\_\_

**Town of Summerfield  
NON-PROFIT APPLICATION CHECKLIST**

- Signed and dated Non-Profit Application Form
- Signed and dated "Standard Assurances by Town-assisted Non-Profit Agencies and/or Organizations"
- Articles of Incorporation and Corporate Bylaws including any amendments (If you filed these forms with a previous funding application to the Town and no changes have occurred, the forms do not need to be submitted again.)
- Roster of Board members with terms specified.
- Copy of IRS tax-exempt status determination. (If you filed this form with a previous funding application to the Town and it remains unchanged, there is no need to submit it again.) A notarized copy of IRS Form 1023 will be accepted from organizations that have completed the form and submitted it to the IRS but that have not yet received a determination letter.
- Copy of most recently filed IRS Form 990 if applicable and copy of extension filed if the current return has not been filed by the deadline.
- Copy of most recent independent audit and auditor's management letter for requests greater than \$1,000 or copy of independent review for requests of \$1,000 or less. (Organizations not required to have an independent audit must clearly state the reason for their exemption from the requirement.)
- A schedule of planned revenues and expenses (for entire organization) for the current year and the proposed year, specifically identifying all sources of revenue for both periods.
- Copy of most recent financial statement.
- List of all affiliated organizations including federal tax identification number, purpose, and form of incorporation.

**Note: Any updates to the above information subsequent to submission to the Town but prior to adoption of the Town budget should be forwarded to the Town Manager as soon as available.**

**Town of Summerfield  
NON-PROFIT APPLICATION FORM  
Fiscal Year Ending June 30, 20\_\_**

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CONTACT INFORMATION

Organization Name: \_\_\_\_\_

Federal Tax Identification Number: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (    ) \_\_\_\_\_ Fax: (    ) \_\_\_\_\_

E-mail: \_\_\_\_\_

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CEO Name: \_\_\_\_\_ Title \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (    ) \_\_\_\_\_ Fax: (    ) \_\_\_\_\_

E-mail: \_\_\_\_\_

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Board of Directors Chairman's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (    ) \_\_\_\_\_ Fax: (    ) \_\_\_\_\_

E-mail: \_\_\_\_\_

***Brief (100 words or less) Narrative Description of Services to be Provided with Town Funds:***

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***Requested amount of funding:*** \_\_\_\_\_

***Why do residents of Summerfield need the proposed services:***

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*How will the services be provided:*

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*Are similar services available in the Town of Summerfield from other providers:*

*Yes /\_/\_/ No /\_/\_/*

*If so, who currently provides the service?*

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*If so, what is the added value to the Town of your services?*

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*If so, how will you coordinate services with other providers to ensure that individuals will not receive the same service from more than one provider?*

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*How will you ensure that the services are equally available to all eligible residents of Summerfield?*

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*Does your organization have any affiliated for profit or non-profit organizations? If so, please attach a list including organization name, federal tax identification number, purpose, and form of organization.*

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\_\_\_\_\_  
CEO

\_\_\_\_\_  
Board Chairman

Date: \_\_\_\_\_

**TOWN OF SUMMERFIELD  
CBO PERFORMANCE REPORT**

Grantee: \_\_\_\_\_ Date: \_\_\_\_\_

**Total Allocation for Fiscal Year Ending June 30, 20\_\_\_\_: \$\_\_\_\_\_**

Funds requested for the reporting period: **Quarter** \_\_\_\_\_ **Annual** \_\_\_\_\_

Reporting period \_\_\_\_\_ (mm/dd/yy through mm/dd/yy)

Submitted by: \_\_\_\_\_(name and title)

Please answer the following questions on a separate Statement **supplying numerical counts and specific details per the Standard Assurances.**

1. How the non-profit has used the Town funding during this reporting period.
2. Who is your target population?
3. How many clients/citizens have you directly impacted (served to date)?.
4. Have you coordinated the services of your nonprofit with allied community and/or governmental organizations? If so, please summarize the activities.
5. Have you matched or leveraged Town of Summerfield funds with other revenues/contributions?
6. Are you evaluating the program or service that receives Town funds? Kindly, share your process and feedback from consumers.
7. List the tangible ways that your agency has impacted Summerfield residents as a result of receiving CBO funds.
8. Are you pursuing grants and alternate sources of revenue to support this program?

Other pertinent information:

1. Program strengths.
2. Program weaknesses.
3. Future plans.