

# Transylvania County Policy and Procedure for Nonprofit Funding

## Policy

Transylvania County is committed to providing citizens with both transparency and accountability for the use of public funds. This commitment is evident as County government moves towards data driven decision-making including implementation of the County Strategic Plan and tracking effectiveness of County funds through performance management and regularly reporting on outcomes. Sometimes the County works with nonprofits to accomplish community goals or to provide needed services that the nonprofit sector can provide more efficiently in complement to services provided by the County. This policy is intended to insure that in these cases, the same transparency and accountability for public funds that are being implemented internally apply. In any given year, +/- 75% of the County expenditures are required directly by mandate or required in order to accomplish mandates. Nonprofit funding is considered in the context of the remaining 25% along with non-mandated services.

## Procedure

County staff will issue a call for applications for nonprofit funding annually including required forms and instructions. This call will have a specified deadline and is open for organizations recognized as nonprofits as evidenced by 501(c)(3) status. Applications submitted after this call will not be considered. Applications must be submitted complete and failure to complete the application will result in disqualification for consideration. Information such as annual reports or materials submitted at times other than application submittal will not be considered in determining whether an application is complete. Outcomes anticipated as a result of funding being approved are to be included in addition to a clear statement of how funding the request connects to the County Strategic Plan, as indicated on the application.

A funding agreement is required for agencies that receive funding and must be signed by an authorizing official for the nonprofit. This agreement has requirements for both financial and outcome reporting that must be adhered to in order to remain eligible for future funding. Failure to comply with the reporting requirements shall result in disqualification for funding in the following year.

After all applications are submitted, a review committee will be convened. Membership may include up to two Commissioners, the County Manager, County Finance Director, a County community development services representative and a County human services representative. Complete applications will be evaluated and prioritized based on the following criteria:

- Ability to provide services that supplement or enhance existing County services
- Demonstration of how expected outcomes are in support of the County Strategic Plan
- Scale of outcomes expected versus funding requested
- Demonstrated history of achieving projected outcomes from prior County funding received

A final recommendation will be made in the manager's recommended budget presented by June 1 in compliance with state law. The recommendation will be made based on the committee evaluation and prioritization, projected revenues for the coming budget year and weighing internal needs for resources. Final approval is subject to County Commission approval of the budget. Following approval, funding recipients will be notified and funding agreements will be issued for signature.