

CBO (Community Based Organizations)
Funding Policy
Draft - 2.28.07

I. Purpose

The purpose of this policy is to promote partnerships between Guilford County and nonprofit organizations for the benefit of Guilford County residents to improve the quality of life for its citizens, ensure equal access to available resources, and seek efficiency in service delivery.

II. Coverage

The policy, upon adoption by the Guilford County Board of Commissioners, shall be applicable to all requests for support from nonprofit organizations that provide human services, cultural and recreational activities serving the citizens of Guilford County.

III. Policy

A. Eligibility

Organizations serving Guilford County are defined as those having 501(c)(3) designations and which use locations within Guilford County limits for its primary service place, have an office in Guilford County, have a majority of Guilford County residents in their service population, and/or conduct a majority of their activities and programs in Guilford County. Applications will be available on the Guilford County web site and advertised as a legal notice in the two major daily circulation and weekly newspapers qualified to carry legal advertisements within the County.

B. General Funding Assistance

Organizations may apply to Guilford County for one-time expenses, start-up expenses for new programs, or a maximum of three years of continuous funding with a 1/3 reduction for each of the subsequent two years. The requested funding cycle must be noted on the original application. Any long-term funding commitments, made prior to the effective date of this policy, may be honored as determined by the Board.

C. Funding Amount

The total CBO funding amount available for each fiscal year will be determined by the Board of County Commissioners.

D. Funding Requirements

The applications will be maintained by the County Manager's Office and will be aimed at collecting information related to the following:

- (i) How well the mission and services of the organization match those of Guilford County;
- (ii) Whether an organization receives funding in a prior year will not be a determining factor in the recommendation process. Each year is evaluated independently of any prior year funding decisions. Therefore, an award of one year is not a guarantee of funding in any future year(s);
- (iii) A tax I.D. number is required;
- (iv) An application will not be considered if the application packet is incomplete or is submitted past the established due date;
- (v) The application must also include tax exempt documentation, current annual certified audit, management letter if applicable and board member roster. Organizations awarded grants totaling \$10,000 or less may submit receipts and expenditure reports in lieu of an external audit;
- (vi) Grants are awarded on a reimbursement basis. Performance and expenditure reports must be submitted and approved quarterly in order to receive reimbursement. Sales tax will not be reimbursed and should not be included in the funding request; Payment requests may be reviewed by the Internal Audit Department;
- (vii) Funded organizations may be subject to on-site monitoring visits as well as a comprehensive County internal audit;
- (viii) Applicants will be required to list other sources of revenue that have been requested to support the project.

IV. The Recommendation Process

The recommendation process will be managed and scheduled as part of the County's annual budget preparation cycle. Completed applications will be reviewed by representatives of the department most closely affiliated with each organization requesting funding. These staff representatives will meet as a group to discuss the requested funding level of each organization and will reach a consensus on what they as a group believe to be the most efficient, effective and equitable funding, given the completed application and how well they address the funding criteria referenced above. The funding recommendation made by the staff will be reviewed

by the County Commissioners' CBO Review Committee for final recommendation to the full Board of County Commissioners. At their discretion, the County Commissioners' Review Committee may require a presentation by the applicant organization. Following adoption of the budget, all of the applicant organizations will be notified. Awarded CBO grants will be budgeted in the appropriate departments as determined by the Budget Office.

V. Funding Usage

Funds distributed by Guilford County may only be spent as indicated in the nonprofit application for which the funds were awarded. Proof of the respective expenditures, including actual receipts, may be requested as verification by Guilford County. Guilford County funding distributed to nonprofit organizations may not be used for political activity.