



HENDERSON COUNTY

NON-PROFIT AGENCY FUNDING APPLICATION INSTRUCTIONS

FISCAL YEAR 2018

General Instructions

The Non-Profit Agency Funding Application is submitted online by accessing the link on the Henderson County Budget website (<http://www.hendersoncountync.org/budget/>) supporting documentation needed to complete the online application is formatted in Microsoft Excel. Please follow the instructions below for submitting an application:

1. Download the application forms from the e-mail attachment or the Henderson County Budget website.
2. Complete the application online following the instructions provided below.
3. Upload the application forms to the application website.

All applications submitted by the deadline and determined to be complete will be considered as submitted. All sections of the application must be complete in order to receive consideration.

Applications are due by 5:00 pm, Wednesday, February 22, 2017.

Please review the information provided on “Accountability Requirements for Certain Entities that Receive Appropriations from Local Governments” on page three of these instructions. While this law will not impact the contract or auditing relationship between the County and the Agency, please be aware of it’s requirement prior to submitting an application.

Section Instructions for the application to be completed online

Section I – Organizational Information

- Please provide contact information for the organization.
- If the request is for a specific program within your agency, indicate the program name.

Section II – Service Summary

- The questions in the Service Summary section help County Staff and the Board of Commissioners to determine how the requested funding will be utilized.

You may contact Megan Powell, Management Assistant at 828.697.4809 or mpowell@hendersoncountync.org should you have questions regarding this, or any other section of the application.

Section III – Performance Measurement

This section will be completed on the Microsoft Excel document that can be downloaded on the Henderson County Budget page and uploaded onto the online application.

- Within the space provided, **clearly** list and describe the objectives of the service. **Please ensure each objective is quantifiable and measurable.**
- Please list the key activities that will be provided to accomplish the service goals.
- Please list all service outputs. This should include, but is not limited to, the number of clients directly impacted by the service.
- Identify and describe three to four measurable outcomes. These will focus on the impact, effectiveness, efficiency and/or productivity of the service.

Section IV – Budget Details

This section will be completed on the Microsoft Excel document that can be downloaded on the Henderson County Budget page and uploaded onto the online application.

- Section IV asks for specific budgetary information regarding the organization requesting County funding. Please provide revenue figures for Fiscal Year 2015 – 2016 and 2016 – 2017, as well as the request being proposed for Fiscal Year 2017 – 2018. Please specify any “other” revenue in the space provided. Likewise, please provide expense budgets for your organization for Fiscal Year 2015 – 2016 and 2016 – 2017, as well as the request being proposed for Fiscal Year 2017 – 2018. Note that the total revenue and total expenses calculate automatically based on the amounts entered for each line.
- Upload your agency’s IRS Form 990 for the tax year beginning July 1, 2015 and ending June 30, 2016 to the application. **Only the 990 is required, not the supplemental schedules.** If your agency’s budget is less than \$50,000 annually and you do not file with the IRS, please submit a copy of your e-postcard that states you are still in business and under the threshold.

Contracts

- All non-profits receiving funding from County Government must enter into a Performance Agreement with Henderson County for the fiscal year. By signing the Non-Profit Agency Funding Application, the agency agrees to execute the Performance Agreement which will be provided to the agency following adoption of the budget by the Board of Commissioners.

FINAL CHECKLIST (Please ensure the following items are completed and uploaded online before submission)

- Application form, completed and signed by both the agency’s Fiscal Officer (Business Manager) AND Executive Director (Program Manager)
- IRS Form 990
- Submitted online by Wednesday, February 22, 2017

Accountability Requirements for Certain Entities that Receive Appropriations from Local Governments

Effective October 1, 2012, the General Assembly will require certain entities that receive public funds—namely nonprofit corporations—to comply with specified transparency requirements.

Specifically, [S.L. 2012-169](#) requires a nonprofit corporation that receives over \$5,000 of public funds (from a local government, the State, or the federal government) within a fiscal year in grants, loans, or in-kind contributions, to provide the following information upon written request from any member of the public:

- (1) The nonprofit’s latest financial statements. The financial statements must include a balance sheet as of the end of the fiscal year and statement of operations for that year. They also must contain “details about the amount of public funds received and how those funds were used.”

- (2) The nonprofit’s most recently filed Internal Revenue Service (IRS) Form 990, Form 990-EZ or a copy of its Form 990-N submittal confirmation. A nonprofit may redact information not required for public disclosure pursuant to 26 U.S.C. § 6104(d)(3). Alternatively, a nonprofit may satisfy this requirement if it posts this information on its website or if another entity posts the information as part of a database of similar documents. The information must be accessible by the general public without charge. Also, if another entity maintains the information, the nonprofits must include a link to the other entity’s website on its own website.