

**RESOLUTION ESTABLISHING A POLICY FOR  
REQUEST FOR FUNDING FROM  
COMMUNITY CHARITABLE ORGANIZATIONS**

**WHEREAS**, NCGS 160A-20.1 authorizes a city to assist non-profit agencies who carry out a public purpose; and

**WHEREAS**, various non-profits assist the city with carrying out its mission by meeting a public need of the residents of the City of Sanford which is not addressed by the City of Sanford services or which supplement an existing service provided by the City of Sanford, thereby relieving the City of the costs of providing that services; and

**WHEREAS**, decisions on whether to assist charitable organizations carrying out a public purpose lie within the discretion of the City Council and within the limit of funds available within the city budget; and

**WHEREAS**, to effectively, efficiently and equitably allocate limited resources to organizations, the City of Sanford proposes guidelines to assist with decisions on whether to address requests for support from charitable organizations.

**NOW, THEREFORE, BE IT RESOLVED** by the Sanford City Council that the following process is established as the policy for meeting the needs of charitable organizations and their requests for financial assistance:

**Section 1.**

**Purpose**

Local charitable (non-profit) organizations who carry out a public purpose may apply to the City of Sanford for financial assistance. Decisions on funding lie within the discretion of the City Council and within funds available.

**Eligibility**

Organizations applying for funding shall be tax exempt 501(c)(3) organizations and must have a track record of meeting a community need by having been in operation for at least two (2) years prior to the request for assistance. The organization must submit a completed application request for funding with supporting information as required. Funds shall only be appropriated for public purposes and shall not inure to the benefit of any individual; not be used for political activities, to support any election campaign or political party; or support any group or activity that discriminates based on race, color, religion, sex, national origin, disability or age. The City reserves the right not to fund any or all organizations.

## **Section 2.**

### **Goals**

- Promote the City of Sanford as a destination for business, industry, residency, culture, recreation, and ---
- Keep the citizens of Sanford safe and healthy.
- Ensure citizens of Sanford have access to adequate, safe and affordable housing.
- Promote the cultural heritage and quality of life for Sanford Citizens.
- Assist with crime prevention and public safety to protect the individual and the public as a whole.
- Encourage economic development of the community.
- Encourage recycling and protection of the environment.

## **Section 3.**

### **Application**

Agencies requesting funding shall supply a completed application along with a cover letter explaining how the funds requested will meet a public need of the residents of Sanford, or will supplement an existing service provided by the City of Sanford, or implements an identified goal established by the City Council. Additional information must be submitted as required by the funding application. Proof of non-profit status and financial information must be submitted with the application. Funds not expended for a public purpose shall be returned to the City of Sanford. Request for funding shall be evaluated by the City Council and all decisions on funding remain in the discretion of the City Council. Each application is evaluated on its own merits and previous allocations do not indicate approval or denial.

### **Procedures**

1. Applications will be available on the city's website and at City Hall.
2. Completed applications with all supporting information must be submitted by January 31 for consideration in the annual budget.
3. Applications will be forwarded to City Council and decisions on funding must be made prior to March 1 in order to be included in the Manager's Proposed Budget.
4. Rare requests for emergency funds may be submitted throughout the year but funding shall only be made upon a unanimous vote of the City Council. All such requests shall submit the same application with accompanying information required for the normal application process.

### **Review Criteria**

City Council shall evaluate applications and make decisions regarding funding based on, but not limited to, the following criteria:

1. Does the request carry out a public purpose?
2. Does the request meet a public need of the citizens of Sanford that is not addressed by the city services or which supplements an existing service

provided by the city or implements an identifiable goal of the City Council?

3. Is there a strong need in Sanford for this agency's program/services?
4. The number of citizens being served by the organization.
5. Is the application complete?
6. Are the goals or outcomes and plan for the funds clearly defined and quantifiable?
7. Can the organization show a measurable impact on the economy of the City of Sanford, e.g. the number of visitors brought to Sanford or a reduction in the work funded by the City of Sanford?
8. Does the agency have a record of meeting its mission or the capacity to complete the proposed project/activity?
9. Do the financial records indicate fiscal accountability?

**Section 4.**

**Legal Requirements**

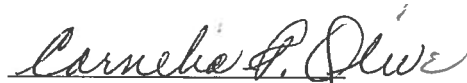
All organizations shall certify that the agency will comply with all federal, state and local laws and regulations. Funds distributed by the City of Sanford may only be spent for the authorized purposes. Proof of expenditures may be requested as verification by the City. The organization will submit promptly to the City Manager any information requested related to any program/project for services assisted by the City, and will comply with any audit requirements of the City, or state or federal law.

Any organization receiving funding will hold the City of Sanford harmless from any claim or liability that may arise or result from the operation of any program or services assisted with funding from the City of Sanford.

**Section 5.**

This Resolution shall become effective upon its adoption and may be amended from time to time by majority vote of the City Council.

Adopted this 19 day of June 2012.

  
Cornelia P. Olive, Mayor

Attest:

  
Bonnie D. White, City Clerk

## Charitable Organization Application for Funding

The following is a checklist of additional materials required. When submitting your application to the City of Sanford, please assemble the completed application and requested materials in the following order:

1. Cover letter
2. Application form completed and signed with any requested additional lists or statements.
3. A 1-page or less explanation of how the funds requested will meet a public need of the residents of Sanford **OR** a 1-page or less explanation of how the funds requested will supplement an existing service provided for by the City of Sanford or implements an identified goal established by the City Council.
4. A 1-page or less explanation of whether your organization's mission or services are duplicated by another organization(s) and if so, how collaboration and coordination of services occurs.
5. A 1-page or less explanation of the measurable goals or outcomes and implementation plan including timeframes for the use of the funds.
6. A 1-page or less description of the population served by the requested funds including the total number served. Also include an explanation of the percentage of this population that are City of Sanford residents or how the population serviced is beneficial to the City of Sanford.
7. A copy of your current budget with a statement of anticipated changes for the upcoming year.
8. Last 12 months P&L Statement.
9. Balance Sheet including an explanation for any reserves held by the organization.
10. Copy of Prior Year IRS Tax Return and IRS 990 form.
11. Previous year audit report and all management letters for last five years, if applicable. If your organization does not require an audit report, please provide a sworn statement of accounting for all receipts and expenditures or a certification statement by the Board of Director's Treasurer stating the organization's accounting system is adequate and sufficient to manage City of Sanford funds.
12. List of Board of Directors including lengths of services, terms of office, officer assignments and a statement confirming the composition of the current Board of Directors meets the organization's bylaw requirements and an explanation if it does not.
13. List of Paid Staff and Salaries.
14. Certificate authenticating non-profit status.
15. Multi year plan to achieve financial stability.

*If any of the above items are not including in your application, please provide an explanation.*

I have the authority and hereby certify that the information contained in this application and accompanying documents are true, that all financial documents have been reviewed for accuracy, and that the application is made with the knowledge and proper authorization of the organization.

Name (printed): \_\_\_\_\_

Title (printed): \_\_\_\_\_

Signature: \_\_\_\_\_

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

## CITY OF SANFORD CHARITABLE ORGANIZATION FUNDING EVALUATION FORM

### City of Sanford Charitable Organization Funding Evaluation Criteria Form

*Directions: Each council member will please read the submitted funding applications and use one copy of this form to evaluate each application. Attach the completed evaluation form to each application and organize the applications in order of highest to lowest total scores. Be prepared to discuss your evaluation findings with other council members to determine final results*

<i>Agency/Organization Name:</i>
<i>Total score for this application is:</i>

Organization and Purpose of Funds Criteria										
	High									Low
1. The application meets a public need of the citizens of Sanford that is not addressed by the City of Sanford services or supplements an existing service provided by the City of Sanford or implements an identified goal established by the City Council.  (Source: Explanation page attachment)	10	9	8	7	6	5	4	3	2	1 0
Comments:										
2. The percentage of City of Sanford residents served by the funds is high or the service provided to the population directly benefits the City of Sanford.  (Source: Explanation page attachment)	10	9	8	7	6	5	4	3	2	1 0
Comments:										
3. The listed goals or outcomes and plan for the funds are clearly defined and quantifiable.  (Source: Explanation page attachment)	10	9	8	7	6	5	4	3	2	1 0
Comments:										
4. The goals and outcomes for the funds match the mission of the organization.  (Source: Application and explanation page attachment)	10	9	8	7	6	5	4	3	2	1 0
Comments:										
5. The goals and outcomes and plan for the funds are achievable within the fiscal year timeframe or timeframe included in the plan.  (Source: Explanation page attachment)	10	9	8	7	6	5	4	3	2	1 0
Comments:										
6. The organization has a high level of coordination and collaboration with other relevant agencies/organizations serving similar populations.  (Source: Explanation page attachment)	10	9	8	7	6	5	4	3	2	1 0
Comments:										
7. The goals and outcomes for the funding serve basic needs of a vulnerable population.  (Source: Explanation page attachment)	10	9	8	7	6	5	4	3	2	1 0
Comments:										

**Organization and Purpose of Funds Criteria (continued)**

	High										Low
8. Financial statements for this organization demonstrate effective accounting of funds.  (Source: Balance Sheet, Budget, P&L, Tax Forms and Audit/Sworn Statement attachments)	10	9	8	7	6	5	4	3	2	1	0
	Comments:										
9. Financial records indicate fiscal accountability.  (Source: Balance Sheet, Budget, P&L and Tax Forms)	10	9	8	7	6	5	4	3	2	1	0
	Comments:										
10. If balance indicates reserve funds, an explanation is provided.  (Source: Balance Sheet, Tax Forms)	10	9	8	7	6	5	4	3	2	1	0
	Comments:										
11. Majority of income of this organization/agency is spent on programs v. administration costs.  (Source: Budget, P&L statement, Tax Return)	10	9	8	7	6	5	4	3	2	1	0
	Comments:										
12. The ratio between funds expended and numbers served demonstrate efficient use of funding.  (Source: Application, Explanation page attachment, P&L and tax forms)	10	9	8	7	6	5	4	3	2	1	0
	Comments:										
13. Salaries are appropriate for similar positions and size of organization.  (Source: List of Paid Staff and Salaries)	10	9	8	7	6	5	4	3	2	1	0
	Comments:										
14. Organization demonstrates a clear financial need for the requested funds.  (Source: Application, Budget, P&L attachments, Tax Returns)	10	9	8	7	6	5	4	3	2	1	0
	Comments:										
15. Governance requirements (Board of Directors status, certifications) are current.  (Source: Attachments)	10	9	8	7	6	5	4	3	2	1	0
	Comments:										
16. Proposal submission is well-presented.  (Source: Complete application packet)	10	9	8	7	6	5	4	3	2	1	0
	Comments:										
17. All requested information is included in application packet or an explanation is provided for missing materials.  (Source: Complete application packet)	10	9	8	7	6	5	4	3	2	1	0
	Comments:										

# City of Sanford

## Application for Funding

(Funding Period: July 1, 20\_\_ – June 30, 20\_\_)

### PART I: AGENCY INFORMATION

Agency Name: \_\_\_\_\_

Director or Application Contact: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Legal Status:  Private non-profit  Community Association  Other  
(Please explain in the space below)

Agency 501 C-3 Number: \_\_\_\_\_ or Federal Tax ID Number: \_\_\_\_\_

Amount of City funds requested: \$ \_\_\_\_\_ for (check one box below)

Capital costs (construction or large specific purchase)

Operating costs

(Note: If you are requesting both Capital & Operating funds, please complete two (2) separate applications for each amount.)

### PART II: PROGRAM INFORMATION

- A. Describe the overall public purpose your agency meets. (Please limit your response using only the space provided below.)

**B. Provide the following information about your clients based on your most recent date. Information current as of (date)\_\_\_\_\_.**

RESIDENCE OF CLIENTS SERVED OR TO BE SERVED (Number, approximate is fine.):

City of Sanford:\_\_\_\_\_

Lee County (outside any city limits):\_\_\_\_\_

TOTAL:\_\_\_\_\_

**C. Provide a name and address listing of your agency's Board of Directors with their dates of appointment and length of term to be served as ATTACHMENT 1.**

**D. Identify specifically what you seek to accomplish with the requested funds and how this will help you achieve your organizations goals. (Please limit your response using only the space provided below.)**

**E. Describe the impact city funds would have on your organization. (Please limit your response using only the space provided below.)**

**F. Describe the impact your organization has on the quality of life for the citizens of the City of Sanford and local Lee County residents. (Please limit your response using only the space provided below.)**



### PART III: FINANCIAL INFORMATION

- A. List your agency's principal sources of funding including corresponding percentages of Budget:**

Funding Source	Amount	% of Annual Budget
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/> Grant Monies		
<input type="checkbox"/> State of N.C.		
<input type="checkbox"/> Other Sources		

- B. Provide the following budget expense information in percentages for the current year:**

SALARIES and FRINGE BENEFITS \_\_\_\_\_ % of Annual Budget  
 OPERATING EXPENSES \_\_\_\_\_ % of Annual Budget

- C. Include a copy of your agency's budget for the current year as ATTACHMENT 2.**
- D. Include a copy of your agency's most recent independent audit report as ATTACHMENT 3.**

### PART IV. CERTIFICATION

As the chief executive officer of this agency, or his/her designee, I certify that the above information is true and complete to the best of my knowledge and belief; I further agree that any funds received in response to this grant application will be used for the purposes for which they were requested and that the done organization will comply with the procedures and requirements set forth in this application. *I further agree that any donated funds not used for their specified purpose must be returned to the City of Sanford, NC.*

\_\_\_\_\_  
 Signature of Executive

\_\_\_\_\_  
 Date

Return completed application and all attachments to:

City of Sanford  
ATTN: City Clerk  
P.O. Box 3729  
Sanford, NC 27331-3729

## CHECKLIST:

Application and attachments must be received by 5:00 P.M. on Monday \_\_\_\_\_, 2012.

- Completed Application
- Attachment 1 – List of Board Members: Include addresses, dates of appointment and length of term to be served
- Attachment 2 – Current Budget
- Attachment 3 – Most Recent independent audit

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

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

Date of Approval: \_\_\_\_\_

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Cornelia P. Olive, Mayor

## City of Sanford Nonprofit Agency Grant Application Overview

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The City of Sanford Government accepts applications for funding of local nonprofit organizations. The Sanford City Council invites all interested nonprofit organizations to submit an application based on need. The application and evaluation process for funding is driven by the applicant organization's mission as it corresponds to considerations of the City of Sanford:

**The consideration of the City of Sanford Government is to enhance the quality of life for its citizens, by providing education, safety and security, health and human services, economic development, cultural and recreational resources.**

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- Sanford citizens are safe.
- Sanford enjoys a prosperous economy.
- Sanford citizens enjoy a healthy environment.
- Sanford's citizens enjoy a community that is vibrant, rich in aesthetic beauty and embraces and promotes its cultural heritage.
- Children are ready for and succeeding in school.
- Every citizen in Sanford has access to adequate, safe and affordable housing.
- Sanford citizens are healthy.
- Sanford citizens enjoy sustainable, thriving neighborhoods with efficient and well-maintained infrastructure.
- Senior adults have optimum choices for the highest quality of life.

## Eligibility

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Any nonprofit agency requesting financial assistance must show a measureable impact on the economy of the City of Sanford, e.g. a number of visitors brought to Sanford or reduction in work funded by the City of Sanford.

All nonprofits shall verify their nonprofit status and submit detailed financial documents for review by City personnel.

All applicants must:

- Have been in operation for the two years prior to their request for assistance.
- Submit their IRS tax-exempt letter confirming 501(c)(3) non-profit status.
- Complete all requested information and documents including:
  - Current By-Laws.
  - Current list of members of the Board of Directors and length of service.
  - Itemized list of contributions of all member of the Board of Directors.
  - Financial reports including recent balance sheets and income and expense reports.
  - A multi-year plan to achieve financial stability.

## Consideration

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- Actual grant funding is based upon funds available by the City Council in the annual budget.
- Previous years' allocations are not a consideration for funding. Each application is approved based on its own merits.
- Submission of a complete application will not guarantee funding to the applicant.

## Grant Recipient Requirements

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Organizations that receive grant funding are required to:

- Submit a revised scope of work if not funded at level requested.
- Enter into grant agreement with City of Sanford for the delivery of services specified in nonprofit application.
- Obtain appropriate level of insurance as determined by the City of Sanford.
- Submit quarterly reports detailing program performance and financial information.

## **City of Sanford Policy on Funding for Non-Profit Agencies**

### **Purpose:**

Local Non-Profit Agencies who carry out a public purpose may apply to the City of Sanford for funding assistance. Decisions on funding lie within the discretion of the City Council and within funds available.

### **Eligibility:**

Agencies applying for funding shall be tax exempt 501(c)(3) organizations and must have been in operation for at least two (2) years prior to the request for the assistance. The organization must submit a completed application request for funding with supporting information as requested. Funds shall only be appropriated for public purposes.