

**WAKULLA COUNTY
NON-PROFIT FUNDING POLICIES AND PROCEDURES**

Wakulla County Board of Commissioners contributes annually to non-profit organizations. These agencies must be non-profit organizations and must provide a significant, measurable direct service to the citizens of Wakulla County. These funding decisions are considered during the County's annual budget process only.

I. Request Schedule

1. All requests must be submitted by June 1st to qualify for consideration for funding for the next fiscal year that begins on October 1st.
2. Please make sure that all required items are included in your application. Incomplete applications will not be reviewed.

II. Requirements for Applications

By June 1 of the current year, the following must be submitted in typed form to the County Administrator's Office and must contain the following:

1. Completed copy of the Funding Application, signed by the duly authorized person of the organization.
2. A maximum two hundred-word explanation of whom you serve, why you exist, long-range plan, when you began operation and why you feel county taxes would be well spent with your request.
3. Copy of the agency's mission statement, charter, board of directors list and meeting schedule.
4. Copy of the agency's current by-laws.
5. Copy of the IRS determination letter verifying the application agency's non-profit 501c (3) status, or proof of application for that status.
6. Copy of most recently filed IRS form 990 and a copy of most recent independent audit or compilation.
7. Enclose a full budget for the proposed fiscal year specifically identifying the detailed source of funding for the past three years.

III. Funding Award

All selections will be based on the following criteria:

1. Number of people served and types, i.e. underprivileged, county residents, students.
2. Emphasis on education, research and job development.
3. Review of financial integrity of the organization and long range funding plans. Also, the sources of funding of the organization will be reviewed (percentage of tax dollars and percentage of private contributions, sponsorships, etc.) Others charities, organizations, events that benefit directly from the event of work will be considered.
4. The Board of Commissioners reserves the right to reject any and all applications.

IV. Total Funding and Audit

Each year the funds budgeted for non-profit organizations will be released annually upon the Board of Commissioner's Office receiving a written request from the organization and the disbursements will be as follows:

- 1) 75% of the total award will be disbursed based on the initial written request.
- 2) The remaining 25% of the funding will be disbursed once the agency submits another written request that includes documentation (i.e. invoices, signed checks, etc.) that the original disbursement has been expended according to the award application.
- 3) When the remaining final 25% of the total disbursement is expended, the agency will also be required to submit the documentation that the funding was spent according to the award application. In order for the agency to qualify for any future funding, this documentation must be completed.

V. Matching Requirement

The funding award must be matched equally by funding within the organizations budget.

VI. Contract

If an organization receives county funding, a signed contract agreement will be required.