

Community Partner Grant Request for Proposals & Application

Fiscal Year 2020-2021

Thank you for your interest in applying for a Community Partners Grant (CPG)! Union County utilizes CPG funds as an opportunity to partner with local nonprofit organizations to deliver services that align to the County's strategic objectives. All nonprofit agencies are invited to apply for funding. To determine whether your organization meets the minimum requirements, please review the section titled Eligibility Criteria. Organizations that do not meet the criteria listed below are invited to apply and provide an explanation related to any criteria that are not met. The application process is a way to ensure transparency and fairness in the allocation of funds. Funding is limited and subject to budget availability with final amounts that are unknown at this time. Applicants are not guaranteed to be awarded funds. Also, successful applications may be funded for less than the amount requested.

ALLOCATION PROCESS AND TIMELINE

Applications for funding are reviewed by the Union County Budget Management Department to ensure each application is complete. Funding recommendations will be developed through a process that includes evaluation by a Review Panel comprised of county staff, the County Manager, and final approval by the Board of County Commissioners.

The review and award process is expected to progress according to the following schedule:

November 4, 2019:	Applications released
November 13, 2019:	Information Session held
January 17, 2020:	Application submission deadline
February/March 2020:	Completed applications evaluated by Review Panel
May 2020:	Recommendations for award included in County Manager's Budget
June 2020:	Board of County Commissioners approve FY2021 County Budget

ELIGIBILITY CRITERIA

1. Serve the residents of Union County
2. 501(c)(3) non-profit classification with the IRS (excludes institutions of higher education)
3. Independently CPA audited financial statements for most recent fiscal year
4. Clearly contribute to one of five strategic objectives:
 - a. Public Safety
 - b. Community Consensus
 - c. Economic Development
 - d. Sustainability
 - e. Organizational Strengthening
5. Documentation supporting a diversified workforce (i.e. EEO policy)
6. Professional membership to support organizational sustainability
7. No revenue suspensions
8. No overdue taxes

Organizations that do not meet the above listed criteria are invited to apply and provide an explanation related to any criteria that are not met.

STRATEGIC OBJECTIVES

Once you begin the application process, there will be five strategic objectives to choose from:

Public Safety – In concert with our community partners, provide those essential services that protect the public’s health, safety, and welfare.

Community Consensus – By developing relationships based on mutual trust and understanding, engage appropriate stakeholders to identify and successfully implement programs and initiatives that reflect the community priorities.

Economic Development – Through common vision and direction become a more business friendly, economically vibrant and sustainable community by fostering development of a qualified workforce and infrastructure capacity to support current and future economic sustainability and growth.

Sustainability – Through collaboration with community partners, foster an environment that promotes affordability of services, conservation of resources, and preservation of a high quality of life to support and enrich a diverse and productive population.

Organizational Strengthening – Develop and maintain a highly engaged workforce through shared values and clarity of purpose, with the tools, training and resources that support skills development, knowledge sharing and retention, and employee investment.

UNION COUNTY 2020-2021 COMMUNITY PARTNER GRANT APPLICATION

SUBMISSION DEADLINE: Friday, January 17, 2020, 4 PM

BY MAIL: Union County Government
500 N. Main St., Suite # 809
Monroe, NC 28112

BY EMAIL: Adrienne Rorie, Budget Analyst
Adrienne.Rorie@unioncountync.gov

ORGANIZATION INFORMATION

Organization Name: _____

Website: _____

Organization Type: _____

Date of Incorporation: _____

Address: _____

Years of Operation: _____

Fiscal Year End Date: _____

PRIMARY CONTACT INFORMATION

Name: _____

Phone Number: _____

Email address: _____

DIRECTOR'S CONTACT INFORMATION

Name: _____

Phone Number: _____

Email Address: _____

NONPROFIT CREDENTIALS

EIN: _____

How many years your organization has been certified as a 501(c)(3) nonprofit: _____

PROJECT INFORMATION

Program/Project Name: _____

Total Amount of Award Requested: _____

FINANCIAL SUMMARY

AUDITED FINANCIAL STATEMENTS

Do you have independently CPA-audited financial statements for fiscal/calendar year 2018 or 2019? The most recent audited statements should be included with this application.

- Yes
- No. The audit will be available at a later date. Provide estimated date: _____
- No. We do not and will not have an audit.

AGENCY BUDGET & FUNDING

What is the agency's total budget for 2019-2020? What is the current fund balance and what do you anticipate it to be at the close of the current fiscal year (FY2019-2020)? Does Union County already provide any kind of financial support or in-kind assistance to the agency?

PROGRAM OVERVIEW

After selecting a Funding Category, please complete each narrative text box below. Insert "N/A" for any question that is not applicable.

FUNDING CATEGORIES

The following funding categories tie to board objectives within the County and guide decisions during the County's budget process. Please select one of the five priorities below that best aligns to your program.

- Public Safety
- Community Consensus
- Economic Development
- Sustainability
- Organizational Strengthening



PROGRAM MISSION & GOALS

Please provide the mission & vision statement(s) and programming goals of the organization or program.

SERVICE GEOGRAPHY & POPULATION

Please describe the characteristics of the target populations that benefits directly from the service including the location within Union County where services are provided. This information should include the number of persons served by your agency and how many of those are Union County residents.



PROBLEM STATEMENT

Describe the identified community need(s) the service proposes to address within the strategic objective. Provide evidence (ie. research or data findings) to support a clearly defined problem.

SERVICE STRATEGY

Explain the strategy that will be used to address the problem stated above. As available, provide evidence that the strategy will be successful. Include data on past performance and outside research as appropriate. Please include the method for data collection (ie. surveys) and tracking (ie. use of databases or other means).



SERVICE DELIVERY AND KEY ACTIVITIES

Describe the service delivery process. Include staff, key activities, and timelines. Additionally, describe any operational and/or functional changes being considered in the agency to be funded for Fiscal Year 2021 (July 1, 2020 – June 30, 2021).

PROPOSED SERVICE RESULTS

Describe the results this service will deliver in Fiscal Year 2021 (July 1, 2020 – June 30, 2021) and long-term (in the next 2-4 years).



COLLABORATION AND PARTNERSHIPS

If applicable, describe how the service will use collaboration or partnerships to achieve results.

PEER REFERENCES

Please provide up to three references from peer organizations. Only contact information for the organizations is necessary.

PROFESSIONAL ASSOCIATION

To what professional association(s) does your organization belong? How does/do the association(s) support your organization's sustainability?

BUDGET & PERFORMANCE

BUDGET

Please complete and submit the provided budget template.

PERFORMANCE

Please complete and submit the provided performance template.

ADDITIONAL DOCUMENTATION

All additional documentation should be included as additional pages or attachments when submitting applications. An agency that does not have any of the additional documentation should submit, in writing, the reason that documentation does not exist for each request.

FUNDING SOURCES

Include a spreadsheet of all outside funding for the past three (3) years including whether the source is public/private.

IRS DOCUMENTATION

Include copies of IRS Federal Tax Exemption Letter and IRS Form 990.

CERTIFICATE OF INSURANCE

Include Certificate of Liability Insurance.

LEADERSHIP & STAFF

Include a list of agency's Board of Directors and all staff members.

SALARY DISCLOSURE

Include documentation displaying the salary and benefits associated with each program position.

ARTICLES OF INCORPORATION

Include copies of Articles of Incorporation and Bylaws.

PROFESSIONAL AFFILIATIONS

Include confirmation of membership with a professional association.

WORKFORCE REPRESENTATION

Include documentation supporting agency's effort to achieve and/or promote a diversified workforce (ie Diversity Policy, EEO Statement, Management Plan, etc.)

Applicant Name

Applicant Title

Date

I acknowledge the information in this application is accurate and represented to the best of my knowledge.