Durham County Government

Nonprofit Agency Funding Program

Program Application and Guidelines

FY 2015-2016

<mark>Assistance to nonprofit agencies will be available until 4 pm on February 26, 2015. For questions, please call 919-560-7065 or email bmsnonprofitapp@dconc.gov.</mark>

Application and all supporting materials are due

no later than midnight, EST on March 1, 2015

APPLICATION OVERVIEW

Durham County Government accepts applications for funding of local nonprofit agencies as a part of its annual budget process. The Durham County Board of Commissioners invites all interested nonprofit agencies to submit an annual application for funding.

The application and evaluation process for funding is driven by the applicant agency's mission as it corresponds to Durham County's mission:

The mission of Durham County Government is to provide fiscally responsible, quality services necessary to promote a healthy, safe, and vibrant community.

ELIGIBILITY

All nonprofits must verify nonprofit status and submit detailed financial documents for review by County auditors and/or finance personnel. Eligibility is based on the Durham County Nonprofit Funding Policy. All applicants must provide copies of:

- IRS tax-exempt letter confirming 501(c)(3) status;
- Most recent solicitation license (if exempt, submit exemption letter from the North Carolina Department of the Secretary of State); and
- Completed pre-application questionnaire.

All applications must be submitted by the published deadline **and** be complete and contain all requested information and documents in order to be considered for funding.

GRANT CYCLE

The grant period for nonprofits approved for funding for Fiscal Year 2015-2016 will be from July 1, 2015 to June 30, 2016. Final funding decisions are made by the Board of County Commissioners in June 2015.

APPLICATION PROCESS

To be considered for funding, agencies must complete the Durham County Nonprofit Agency Funding Application and submit it and the required attachments by the deadline.

All applications will be initially screened to ensure all required information and documentation has been submitted. Complete applications will be forwarded to County departments for review by staff. Incomplete applications will not be forwarded for County staff review and will be ineligible for funding. Therefore, agencies are encouraged to submit applications early to ensure all documentation is complete.

Upon the County Commissioners' approval of the FY 2015-2016 annual budget, grant notification letters will be sent to agencies.

APPLICATION AND MATERIALS DEADLINE: March 1st, 2015 at midnight, EST

APPLICATION SUBMISSION

Applications will be submitted on e-Cimpact, a web-based nonprofit management program. The link to log into e-Cimpact is located on the Durham County Budget and Management Services webpage: http://dconc.gov/index.aspx?page=116 . All application materials (the application and required attachments) are due no later than March 1, 2015 at midnight, EST.

CONSIDERATION

Actual grant funding is based upon funds appropriated by the County Commissioners 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 does not guarantee funding.

LIMITATION ON AWARDS

Pursuant to the North Carolina Constitution, the County may only fund those entities carrying out a public purpose. Whether or not the County may give a grant to a private entity does not depend on the type of private entity asking for the funds; instead the answer to the question depends on the purpose for which the funds ultimately will be spent. Thus, it's important for interested nonprofit entities to understand this limitation.

Entities that provide a particular program, service or activity for which the County has statutory authority to finance may be funded by a County grant agreement. This authority allows the County to contract with private entities to operate government programs or provide government services. It also allows the County to support private entities, at least to the extent that those private entities seek to provide programs, services, or activities that the County could provide directly. Examples of statutorily authorized programs include: animal protection and control, arts programs and museums, parks and recreation, and social service programs intended to further the health, welfare, education, employment, safety, comfort, and convenience of its citizens.

Further, once funded, the County is responsible for ensuring that public funds ultimately are spent for a statutorily authorized public purpose. Therefore it is important to include in the grant agreement clear guidelines and directives to the private entity as to how and for what purposes public monies may be spent, and require an accounting from the private entity once the funds are spent.

Each application will be reviewed individually to ensure that public funds are allocated only as permitted by law.

APPLICATION DEADLINE

ALL application materials (the application and required attachments) are due by midnight, EST, on March 1, 2015. Application materials not received by the deadline will not be accepted.

APPLICATION AND MATERIALS DEADLINE: March 1st, 2015 at midnight, EST

GRANT RECIPIENT REQUIREMENTS

Organizations receiving grant funding are required to:

- Submit a revised goals, activities, outcomes and evaluation chart if not funded at the level requested;
- Submit a revised budget if not funded at the level requested;
- Enter into a grant agreement with Durham County for the delivery of services;
- Obtain appropriate level of insurance as determined by Durham County and add Durham County as Certificate Holder;
- Complete quarterly performance reports describing program outcomes and financial statements detailing expenditures.

APPLICATION AND MATERIALS DEADLINE: March 1st, 2015 at midnight, EST

E-CIMPACT APPLICATION INSTRUCTIONS

A copy of these instructions is located in the Resource Center of your agency's e-Cimpact home page. You can find the Resource Center at the left of your homepage in e-Cimpact after logging in – look for the link to "Durham County Government Nonproft Agency Funding."

 To begin the application, you must first log-in to e-Cimpact. First, click on the e-Cimpact link located on the Durham County Budget and Management Services webpage: http://dconc.gov/index.aspx?page=116. Then login with the username and password assigned to your agency.

Once you've logged-in, click "2015-2016 Durham County Grant Application," located on the left side of your agency's e-Cimpact home page. Then complete all of the forms listed in the two sections listed below the header "Application Status." Click the underlined name of each form to begin entering information.

DCG NP Grant Application Cover Sheet (FY2016)
Click the underlined name of the form to begin entering information.

Agency:　　　　Please type the full, official name of your organization.
Director:　　　　Please choose the name of the executive director of your organization from the drop down menu. This information is part of your Agency Profile in e-Cimpact and should be pre-populated. If the information is not available in the drop down menu, go to the left side of the screen, click "Contacts," and then click Add New Contact. You will need to enter the head of your organization as "Executive Director" regardless of his or her actual title. This is a limitation with the e-Cimpact application.
Fiscal Year 2013-2014 Actual Operating budget:
　　　Please type the dollar amount of your agency's operating budget for Fiscal Year 2013-2014.
Fiscal Year 2014-2015 Current Operating budget:
　　　Please type the dollar amount of your agency's operating budget for Fiscal Year 2014-2015.
Fiscal Year 2015-2016 Proposed Operating budget:
　　　Please type the dollar amount of your agency's proposed operating budget for Fiscal Year 2015-2016.

Program Information
Strategic Plan Goals and Objectives: Choose the Durham County Strategic Plan Goal and Objective with which the program you are requesting funds for is most closely aligned. Please see the Durham County Strategic Plan at http://strategicplan.dconc.gov/ for more information.

You will select your response from a drop-down menu. Put your cursor over the down arrow and click it once. Select **one** of the following goals and objectives:

- Community and Family Prosperity and Enrichment - Provide support for educational opportunities that ensure high academic achievement
- Community and Family Prosperity and Enrichment - Facilitate the development of a skilled workforce aligned with current and future business needs

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- Community and Family Prosperity and Enrichment - Foster a business-friendly environment and leverage local and regional economic development resources
- Community and Family Prosperity and Enrichment - Expand access to technology
- Community and Family Prosperity and Enrichment - Enhance cultural and creative opportunities
- Health and Well-being For All - Decrease health disparities within the community
- Health and Well-being For All - Strengthen the well-being of individuals and families through prevention and education
- Health and Well-being For All - Partner with community resources to increase access to health and wellness services
- Safe and Secure Community - Improve outcomes for vulnerable children, youth, adults and animals
- Safe and Secure Community - Improve outcomes for disconnected youth
- Safe and Secure Community - Improve coordination within public safety and criminal justice system
- Safe and Secure Community - Increase resident engagement in communities
- Safe and Secure Community - Enhance capacity to respond to emergencies
- Environmental Stewardship - Increase energy efficiency
- Environmental Stewardship - Increase use of environmentally preferred transportation options
- Environmental Stewardship - Improve water quality
- Environmental Stewardship - Change behaviors to achieve environmental quality
- Environmental Stewardship - Protect open space and preserve rural character

Amount Requested for FY 2015-2016:   In the box beside "Amount Requested for FY 2015-2016," please indicate the requested amount of funding for FY 2015-2016 from Durham County.

In the box below "Amount Requested for FY 2015-2016," please provide a 3 to 5-sentence summary of the program for which you are requesting Durham County support.

Please click "Save My Work and Mark as Completed" when this section is complete. This will bring you to the Application Status homepage.

DCG Agency Revenue Information (FY 2015-2016)
Click the underlined name of the form to begin entering information. Enter information about your current revenue sources for Fiscal Year 2014-2015 and proposed revenue sources for 2015-2016.

To enter other government revenues that are not from Durham County or the City of Durham, click the underlined section "Other Government Funding." This will open up a new page for federal, state and other local government revenue sources. When this section is complete, click "Save My Work and Return to Previous Page."

For other revenue sources not listed, click the underlined section "Other Income (source of funds MUST be described)." This will open up a new page where you can list other revenue sources. To add a source click "Add new item." Please be specific when listing revenue sources. When this section is complete, click "Save My Work and Return to Previous Page."

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When you have entered in all of your revenue information, please click "Save My Work and Mark as Completed." This will bring you to the Application Status homepage where you can begin the second portion of the application.

DCG Grant Purpose (FY 2015-2016)
Click the underlined name of the form to begin entering information. After answering all of the questions, click "Save My Work and Mark as Completed." This will bring you to the Application Status homepage.

DCG Grant Budget (FY 2015-2016)
Click the underlined name of the form to begin entering information.

Revenue:
Please enter in all of your revenues for Fiscal Years 2013-2014, 2014-2015, and the proposed amount for 2015-2016. To begin, click the underlined section "Durham County" and enter information on actual and proposed Durham County nonprofit funding as well as separate service contracts through other County departments. When this section is complete, click "Save My Work and Return to Previous Page."

Then enter revenues (if you have them) from the City of Durham. To enter other government revenues that are not from Durham County or the City of Durham, click the underlined section "Other Government Funding." When this section is complete, click "Save My Work and Return to Previous Page."

Then enter other revenues from Triangle United Way, private foundations, program-generated revenue, or program-specific revenue. Program-generated revenue refers to charges for services or payments for goods. Program-specific revenue are for revenues (like grants or contributions) that are restricted to be used for specific programs.

For other revenue sources not listed, click the underlined section "Other Income (please list additional items)." To add a source click "Add new item." Please be specific when listing revenue sources. When this section is complete, click "Save My Work and Return to Previous Page."

Expenses:
Please only enter your proposed expenses for FY 2015-2016. For expenses, click the underlined section "Personnel," "Operating Expenses," and "Other Operating Expenses" to enter information. Please enter separately the amount of funds you are requesting from Durham County Government for each line item and the remaining amount coming from other sources. For "Other Operating Expenses," click Add New Item to add line items not listed elsewhere.

Please click "Save My Work and Mark as Completed" when this section is complete. This will bring you to the Application Status homepage.

DCG Grant Budget Summary (FY 2015-2016)
Click the underlined name of the form to begin entering information. After answering all of the questions, click "Save My Work and Mark as Completed." This will bring you to the Application Status homepage.

Durham County Nonprofit Application Attachments
You can find templates or instructions for the packet attachments in the "Durham County Government Nonprofit Agency Funding" section in the "Resource Center" on the left side of your e-Cimpact homepage. You must complete Attachments 1-4 as found in the Resource Center and upload them to e-Cimpact.

For Attachments 5 we request a copy of your agency's certificate of liability insurance, but it is not required to be turned in by March 1, 2015. If you have it electronically, please upload it as Attachment 5. Otherwise, deliver to Durham County Budget and Management Services, 200 E. Main St. 4th Floor, Durham, NC 27701, Attention: Nonprofit Coordinator. Under <u>If you do not turn it in with the application, you will have to turn it in prior to grant agreement execution</u>. Execution of your grant agreement may be delayed if Durham County does not receive the certificate of liability insurance in a timely manner.

Attachment 1: Schedule of Positions
List the percentage of your agency's budget allocated to administration. Describe any proposed salary increases for FY 2015-2016. Then list the position titles and salaries for each position in your agency who will administer the program you are requesting funding for, as well as top management and financial officials for the agency.

Attachment 2: Board of Directors List
List the names, positions held, and the professional affiliation for all of the members of your board of directors.

Attachment 3: Goals, Objectives, Outcomes and Evaluation
Please identify the goals for the program you are requesting funding for, their respective objectives, activities, expected outcomes and time frame for the goals. You may add or delete as many of the rows as necessary. After filling out the goals, please identify how you will evaluate your success in each goal.   Identify methods of data collection for evaluating success. If you need help distinguishing between goals, objectives, and outcomes, please see the information sheet located in the Resource Center. We encourage your agency to distinguish **two or fewer** goals for the program you are requesting funding for.

Attachment 4: Strategic Plan Performance Measurement
Attachment 4 consists of instructions for providing performance measurement data to Durham County. On no more than two pages, please display the key performance measurement data, including multi-year tables / trendlines / graphs if available (see example below), that best show the relationship between the program for which you are requesting funds and the Strategic Plan goal and objective identified in your application as being primary aligned with that program. Please show at least one performance measure, but no more than three. **For this attachment, please create your own Microsoft Word Document with the performance measures described and upload it to the application on e-Cimpact. The new document should no more than 2 pages.**

Attachment 5 - Certificate of Liability Insurance
If you have your agency's certificate of liability insurance available electronically, please upload it here. Otherwise, please deliver to the Durham County Budget and Management Services department as soon as possible. If you have questions about liability insurance requirements for Durham County funding, please contact David English at 919-560-0045.

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After browsing for and choosing all attachment files to be uploaded, click "Save/Upload Attachments" at the bottom of the screen. Then click "Return to Previous Page."

Submission of Application

After uploading at least the first four (but preferably all five) attachments, click "Back to Application Overview." To view your application one last time, click "Print/Review Option." You can export the application to Adobe PDF or HTML. Note that in the PDF or HTML document, you will only see the application, not any of the attachments. If you have changes to make, click the underlined name of the section that you need to edit. When you are satisfied, please make sure that every section is listed as "Completed/Ready to Submit" on the Application Status homepage. Type the Executive Director's name and an e-mail for submission confirmation. Then click "Submit This Application Now!" If you have not marked each section as "Completed/Ready to Submit" and uploaded the four required attachments, you will not be able to submit the application.

AND YOU'RE DONE!!

For questions, please call Andy Miracle at 919-560-7065. You may also reach Andy at bmsnonprofitapp@dconc.gov. Andy's work hours are 8:30 am to 5:00 pm, Monday through Friday.

Assistance to nonprofit agencies will be available until 4 pm on February 26th, 2014. If you turn in your agency's application by February 25th, Andy can review it for completeness and let you know if any required information is missing. No assistance will be available on March 1st. For questions, please call 919-560-7065 or email bmsnonprofitapp@dconc.gov.

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