

	<h1>DURHAM COUNTY</h1> <h2><i>Nonprofit Agency Funding Policy</i></h2>	
Lead Department: County Manager	Effective Date: January 14, 2002	Revision Date: November 10, 2008
Signature: Michael M. Ruffin, County Manager		

1.0 PURPOSE

The purpose of this policy is to set forth parameters and establish guidelines for the funding of nonprofit agencies.

2.0 POLICY STATEMENT

Durham County is committed to providing financial assistance to those nonprofit agencies which assist Durham County Government in carrying out its mission “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.” Nonprofit agencies are also asked to focus on one or more of Durham County’s Results Based Accountability (RBA) outcome areas. These outcomes were adopted to engage the community in making broad-based change:

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

3.0 NONPROFIT AGENCY ELIGIBILITY FOR COUNTY FUNDS

It shall be the policy of Durham County to consider providing assistance to nonprofit agencies meeting the criteria detailed below.

3.1 Eligibility Requirements

All nonprofits shall verify their nonprofit status by submitting an IRS tax exempt letter confirming 501(c)(3) status and a current solicitation license from the North Carolina Secretary of State (or if exempt, the exemption letter).

3.2 Accountability

Nonprofit agencies shall adhere to accountability standards set by the County Manager and as required by law. Compliance with these standards is a criterion for funding. These standards include but are not limited to:

- Complying with all financial requirements including the submission of financial statements or audits as specified by the contract
- Complying with program performance measurement requirements including submission of Performance Reports (which also describes RBA involvement)
- Complying with all other terms of the contract including meeting all deadlines

3.3 Funding Eligibility

1. A nonprofit agency must have operated for two years by December 31st of the year preceding the application deadline.
2. Nonprofit agencies may not use a funding agent or other third party arrangement to meet program requirements for eligibility.
3. Only one application per agency will be considered each year.
4. Grants are for programmatic expenses (items recognized under Generally Accepted Accounting Practices – GAAP – as operating costs)
5. The County will not fund the purchase, maintenance, or repair of capital assets with a value in excess of \$5,000 or a useful life greater than three years.

4.0 FUNDING APPLICATION PROCEDURE

4.1 Application Timeline

1. Annually, a public notice of availability of funding and information for applying will be advertised by the Budget Department no later than January 31.
2. A copy of the application will be available on Durham County's website.
3. Completed applications are returned to the Budget Department no later than the date indicated in each year's public notice. Applications received after the published deadline will be deemed ineligible for that year.

4.2 Application Requirements

A completed County nonprofit funding application is required, along with all required documentation by the advertised deadline.

4.3 Funding Award

1. The County Manager will make nonprofit funding recommendations in the Recommended Budget to the Board of County Commissioners.
2. The Board of County Commissioners will approve final funding for nonprofits when the Annual Operating Budget is adopted.
3. Applicants will be notified of the final funding amount no later than June 30th.
4. A revised scope of work and budget reflecting the final award amount will be required of nonprofit agencies who do not receive their full grant funding request prior to contract execution.
5. Insurance coverage amounts will be reviewed and approved by the County's Risk Manager prior to contract execution.

6. An agency awarded nonprofit program funds must accept the funds by completion of a contractual agreement which must be signed by the agency Director and the County Manager. The contractual agreement and other contract requirements must be signed by the agency and received by the Budget Department no later than August 31 of the fiscal year funds are awarded. Failure to comply with this date will result in funding awards being withdrawn.

4.4 Conflict of Interest

The consideration, award and funding of any non-profit agency pursuant to the Nonprofit Program, shall be carried out in a manner consistent with the Code of Ethics for Appointed and Elected Officials of Durham County, adopted by the Board of County Commissioners March 22, 2004.

5.0 GRANT REPORTING AND MONITORING

Each funded agency will submit a program and financial monitoring quarterly report. These reports describe progress towards program outcomes and require a financial report detailing expenditures signed by the agency's Board Chairman. Agencies are required to maintain detailed back -up documentation of expenditures, available for review by county staff upon request. Failure to comply with these reporting requirements may jeopardize county funding.