



HENDERSON COUNTY NON-PROFIT AGENCY FUNDING APPLICATION INSTRUCTIONS FISCAL YEAR 2025

GENERAL INSTRUCTIONS

The Non-Profit Agency Funding Application can be located online by accessing the link found on the Henderson County Budget [website](#).

Please follow the instructions below for applying:

1. Download the application form from the e-mail attachment or the Henderson County Budget website.
2. Complete the application following the instructions provided below.
****IMPORTANT - Save a copy of the completed Excel worksheet for required reports.****
3. Email the completed application form and supporting documentation to Budget Analyst Jennifer Miranda at jmiranda@hendersoncountync.gov by the deadline.

All sections of the application must be complete in order to receive consideration. All applications submitted by the deadline and determined to be complete will be considered for funding.

Applications must be submitted via email by Thursday - November 30, 2023 at 11:59pm.

INSTRUCTIONS FOR COMPLETING THE APPLICATION

Section I – Organizational Information

- Please fill in the legal name of your organization and the date of the application.
- Please provide contact information for the organization. It is crucial that you provide updated contact information for the person responsible for the grant and the organization's current mailing address (not its physical location).
- Please provide the location of your organization in Henderson County (if your main office is located outside of Henderson County).
- Please provide tax exempt status for the organization and indicate whether grant funding from Henderson County has been received within the last (3) years.
- If your funding request includes a specific project or program name, please include it in the space provided.

- Please fill in the amount of the funding requested and select what type of project the funding is for.

Section II – Service Summary

The questions in the Service Summary section help County Staff and the Board of Commissioners determine what the requested funding will be utilized for.

Please fill in brief answers for all requested information in this section. If the information you wish to submit is more than the box will allow, you may submit a continuation document for that item.

**Please do not type more information in a box than is visible when printed.
Contact the Budget Office if you need assistance.**

Section III – Performance Measurement

Service Outputs and Outcomes help County Staff and the Board of Commissioners monitor the progress/successfulness of the program if funding is awarded. These measures will be reported on in both the Semi-Annual and Annual reports submitted by your organization as per the non-profit funding agreement. Performance measurements listed should be brief and concise, be relevant to the funding, and be measurable.

- Within the space provided, list and describe the objectives (Outputs and Outcomes) of the services you provide. Please ensure each objective listed is **quantifiable** and **measurable**.
 - **Outputs** are the direct products of program activities (e.g. - number of classes taught, number of counseling sessions conducted, number of participants served, number of hours of service delivered).
 - **Outcomes** answer the important question: Are the participants better off after receiving the service than they were before? (e.g. - new knowledge, increased skills, improved health, modified behavior, improved conditions).
- If the Output / Outcome listed was used as a performance measurement in prior years for which funding was received, please record the Target numbers which were listed and the Actual numbers which were obtained in the appropriate columns.
- For the fiscal year you are requesting funds for, please include the estimated Target number for each Output / Outcome listed.

We realize many organizations assist multiple counties with the services they provide. For reporting purposes, however, please submit numbers which only reflect services provided to Henderson County residents.

Section IV – Budget Details

****NOTE: This section has changed in multiple places.
Please read the directions carefully to ensure it is properly filled out.****

If any of the cells in this section do not apply to your organization, please enter a zero for the amount so we can be sure it was not mistakenly overlooked.

Revenue: This section asks for specific budgetary information regarding the organization requesting taxpayer funding. Please provide revenues for your organization for:

- Fiscal Year 2022–2023 (the previous fiscal year)
- Fiscal Year 2023–2024 (the current fiscal year)
- Fiscal Year 2024–2025 (the year you are requesting funding for)

Please specify any “other” revenues in the spaces provided.

****NOTE: New for FY 25, we are asking about any endowments you receive to include who it is managed by, the relevant amounts, and the terms. For the endowment terms, please explain what the donor’s specifications are for spending the funds. (e.g. - what percentage can be spent annually and at what point in time the principal can be expended – *if ever*).**

Expenses: This section asks for specific budgetary information regarding the organization requesting taxpayer funding. Please provide expense amounts for your organization for:

- Fiscal Year 2022–2023 (the previous fiscal year)
- Fiscal Year 2023–2024 (the current fiscal year)
- Fiscal Year 2024–2025 (the year you are requesting funding for)

****NOTE: New for FY 25, we are requesting more detailed salary expense information. Please describe your organizational structure to include the governing body and the number and types of other positions. In addition, please list the top five salaried positions by title and amount. Please do NOT include the names of employees.**

Please specify any “other” expenses in the spaces provided.

All totals and percentages in this section calculate automatically based on the amounts entered for each line. Please remember that the County Fiscal Year runs from July 1st - June 30th. If your organization operates on a calendar year, please make sure to modify your numbers to fit our Fiscal Year.

Section V – Acknowledgements / Signatures

- Please indicate if any portion of the taxpayer funding will be used as a match for a grant.
- Please read the attached document “*Accountability Requirements for Certain Entities that Receive Appropriations from Local Governments*” and acknowledge that you have reviewed it and are aware of its content. While this law will not impact the contract

or auditing relationship between the County and the Agency, please be aware of its requirement prior to applying.

- Please type the names of the Fiscal Officer and the Executive Director for your organization and fill in the date submitted before e-mailing the application.

****Note:** A 'wet' signature will still be required for the signature page. Please print off a copy of this page only, sign, and scan as a .pdf for submittal. The Budget Office is endeavoring to begin accepting electronic signatures for this requirement. If your organization currently possesses this capability, please contact the Budget Office to determine if your method will be acceptable.**

- Please provide your agency's IRS Form 990 for the most recent tax year available to include all related schedules. If your agency's budget is less than \$50,000 annually, and you do not file with the IRS, please submit a copy of your e-postcard stating that you are still in business and under the filing threshold.
- Please complete the fillable W9 Form for our Finance Department and submit it with your application. This will now be required every year even if you have previously submitted one.

Non-Profit Funding Agreement

All non-profit organizations receiving taxpayer funding from County government must enter into a Performance Agreement with Henderson County for that fiscal year. By signing the Non-Profit Agency Funding Application, the agency agrees to execute the Performance Agreement which will be provided to the agency following adoption of the budget by the Board of Commissioners.

Final Checklist

Please ensure the following items are completed and included with your application:

- Application form (in Excel format)
- Acknowledgement / Signature page signed by both the agency's Fiscal Officer (Business Manager) AND the Executive Director (Program Manager)

Since the application is in Excel format, please download a copy of the signature page only, sign, scan, and return as a .pdf for submittal. The signature page may be returned as a separate document.

- Typed names and dates on Excel spreadsheet under Section V (Acknowledgement / Signatures) of both the agency's Fiscal Officer (Business Manager) AND the Executive Director (Program Manager).

This is separate from the signature page (above) you will submit as a .pdf.

- IRS Form 990 and all related schedules or e-postcard
- Completed W9 Form for Henderson County Finance Department**
- Submitted via email to Budget Analyst Jennifer Miranda at jmiranda@hendersoncountync.gov by the deadline **Thursday - November 30, 2023, at 11:59pm**

For assistance with the application or subsequent report forms, please contact:

- Sonya Flynn, Budget Manager
 - (828) 697-4809 or sflynn@hendersoncountync.gov
- Jennifer Miranda, Budget Analyst
 - (828) 697-4809 or jmiranda@hendersoncountync.gov

Accountability Requirements for Certain Entities that Receive Appropriations from Local Governments

Effective October 1, 2012, the General Assembly will require certain entities that receive public funds—namely nonprofit corporations—to comply with specified transparency requirements.

Specifically, [S.L. 2012-169](#) requires a nonprofit corporation that receives over \$5,000 of public funds (from a local government, the State, or the federal government) within a fiscal year in grants, loans, or in-kind contributions, to provide the following information upon written request from any member of the public:

- (1) The nonprofit’s latest financial statements. The financial statements must include a balance sheet as of the end of the fiscal year and statement of operations for that year. They also must contain “details about the amount of public funds received and how those funds were used.”

- (2) The nonprofit’s most recently filed Internal Revenue Service (IRS) Form 990, Form 990-EZ or a copy of its Form 990-N submittal confirmation. A nonprofit may redact information not required for public disclosure pursuant to [26 U.S.C. § 6104\(d\)\(3\)](#). Alternatively, a nonprofit may satisfy this requirement if it posts this information on its website or if another entity posts the information as part of a database of similar documents. The information must be accessible by the general public without charge. Also, if another entity maintains the information, the nonprofits must include a link to the other entity’s website on its own website.