



# HENDERSON COUNTY

## NON-PROFIT AGENCY FUNDING APPLICATION INSTRUCTIONS

### FISCAL YEAR 2027

#### GENERAL INFORMATION

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](mailto:jmiranda@hendersoncountync.gov) by the deadline.

ALL sections of the application must be completed, and it must be submitted by the deadline in order to be considered for funding.

**Applications must be submitted via email by Sunday - November 30, 2025, at 11:59pm.**

#### **IMPORTANT NOTICE:**

Due to the Thanksgiving holiday, the Henderson County Budget Office will be unavailable from Wednesday, November 26 through Friday, November 28. If you have any questions or need assistance with your non-profit funding application, please contact the Budget Office before Wednesday, November 26.

#### INSTRUCTIONS FOR COMPLETING THE APPLICATION

##### Section I – Organizational Information

- Enter the legal name of your organization and the date you are submitting the application.
- Provide contact details for both the Executive Director and the Grants Administrator.
- Provide your organization's current mailing address, as well as the physical address within Henderson County (if it differs from the mailing address).
- Specify your organization's tax-exempt status.

- If your request is for a specific project or program, be sure to include its name in the designated space.
- Specify the most recent fiscal year in which your organization received funding from Henderson County. Do not include the funding amount.
- Indicate the total amount of funding you are requesting and select the appropriate project type for which the funds will be used.

## **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. It is very important that you enter in responses in a concise format that will fit in the box as shown. **Please do not type more information in a box than is visible when printed.**

## **Section III – Performance Measurement**

Service Outputs and Outcomes enable County Staff and the Board of Commissioners to track the program's progress and effectiveness if funding is approved. Your organization will report on these measures in both Semi-Annual and Annual reports as required by the non-profit funding agreement. Please ensure that performance measures are clear, concise, relevant to the funding, and quantifiable.

- Within the space provided, list and describe the objectives (Outputs and Outcomes) of the services you provide.
  - **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). **Please remember these must be measurable.**
- 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 achieved 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**

**Revenues:** Please provide the requested information for the years shown.

- Fiscal Year 2024–2025 (the previous fiscal year)
- Fiscal Year 2025–2026 (the current fiscal year)
- Fiscal Year 2026–2027 (the year you are requesting funding for)

Please specify any “Other” revenue in the space provided.

**Endowment Funding:** Please provide details about any endowments your organization receives, including who manages them, the relevant amounts, and the terms. For the terms, explain the donor’s conditions for using the funds, such as the percentage allowed for annual spending and whether or when the principal may be spent.

**Salary Expense Details:** Provide detailed information about salary expenses, including a description of your organizational structure, the governing body, and the number and types of staff positions. Additionally, list the top five salaried positions by title and salary amount—**do not include employee names.**

**Other Expenses:** Please provide the requested information for the years shown.

- Fiscal Year 2024–2025 (the previous fiscal year)
- Fiscal Year 2025–2026 (the current fiscal year)
- Fiscal Year 2026–2027 (the year you are requesting funding for)

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 1<sup>st</sup> - June 30<sup>th</sup>. If your organization operates on a calendar year, please make sure to modify your numbers to fit in with our Fiscal Year.**

## **Section V – Acknowledgements / Signatures**

- Please specify whether any portion of the requested taxpayer funding will be used as matching funds for another grant.
- Please review the attached document titled “Accountability Requirements for Certain Entities that Receive Appropriations from Local Governments” and confirm that you have read and understand its contents. Although this law does not affect the contract or auditing relationship between the County and your agency, you must be aware of its requirements before submitting your application.
- Before submitting the application by email, enter the names of your organization's Fiscal Officer and Executive Director, and include the submission date.

**Important:** A physical signature is still required on the signature page. **Please print the page, sign it by hand, and scan it as a PDF for submission.** The Budget Office is working toward accepting electronic signatures in the future.

- Submit your agency's most recent IRS Form 990, including all applicable schedules. If your annual budget is under \$50,000 and you do not file a Form 990, please provide a copy of your e-postcard as proof that your agency is still active and falls below the IRS filing threshold.
- Please complete the fillable W-9 form for our Finance Department and include it with your application. **This form must be submitted annually, even if you have provided one in previous years.**
- Please submit a copy of your most recently audited financial statements. If your organization does not have a formal audit, provide your latest financial statements, including a balance sheet and profit and loss statement for the previous fiscal year (July 1, 2024 – June 30, 2025).

### **Non-Profit Funding Agreement**

All non-profit organizations receiving taxpayer funds from the County government are required to enter into a Performance Agreement with Henderson County for the fiscal year. By signing the Non-Profit Agency Funding Application, your agency agrees to sign this Performance Agreement, which will be provided after the Board of Commissioners approves the budget.

## **Final Checklist**

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

- ☐ The application form (in Excel format)
- ☐ The 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, please download the signature page only, print, sign, scan, and submit it as a PDF. This signature page can be submitted as a separate document.
- ☐ Typed names and dates for both the Fiscal Officer and Executive Director entered in Section V (Acknowledgement/Signatures) of the Excel application. This is separate from the signed signature page you submit as a PDF.
- ☐ IRS Form 990 with all related schedules, or the e-postcard if applicable
- ☐ Completed W-9 form for the Henderson County Finance Department
- ☐ Most recent audited financial statements
- ☐ Submit all materials via email to Budget Analyst Jennifer Miranda at [jmiranda@hendersoncountync.gov](mailto:jmiranda@hendersoncountync.gov) by the deadline: **Sunday, November 30, 2025, at 11:59 PM.**

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

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