

Chatham County Parks and Recreation Agency **Grant Application Instructions**

The application and all certification documents must be received at the United Way office by 5:00 PM on May 27.

Chatham County United Way
P.O. Box 1066 (72 Hillsboro St. Ste 202)
Pittsboro, NC 27312

Include one copy of the application and 2 copies (numbered) of all certification items.

Eligibility certification documents will be reviewed on June 24, 2016. United Way will notify agencies of any missing certification items and the agency will have to submit the items in order for any award funds to be released.

Any funds remaining unspent at the end of the fiscal year must be returned to Chatham County.

The county does not fund start-up agencies. All agencies that apply for funding must have been in operation for at least three (3) years prior to being considered for a grant award. North Carolina counties do not have statutory authority to fund charter schools so they may not allocate money to a charter school or to a foundation that supports the charter school. "Agencies that apply for parks and recreation grants are not eligible to apply for human services grants and vice versa. Nonprofit agencies that are funded as part of the county operating budget are not eligible to apply for grant funds."

All agencies that apply for Parks and Recreation grants must adhere to the Chatham County Nonprofit grant policy, which is posted on the county website.

<http://www.chathamnc.org/modules/showdocument.aspx?documentid=25269>

Chatham County Parks and Recreation **Grant Application**

The mission of the Chatham County Parks and Recreation Department is to provide all citizens a variety of recreational opportunities through facilities and activities that are accessible, safe, practical, well maintained and efficiently maintained.

Section I General Information

1. **Fiscal Year** From: _____ To: _____

2. **Contact person's name:** _____

Email: _____

Address: _____

Secretary or Treasurer's name _____

Contact Number: _____

Email address _____

3. **Organization name:** _____

4. **List each facility operated or used by your organization. Include facility name and county.** _____

5. **Program Title:** _____

3. What population are you serving? (Age groups, genders, and expected number of participants. Any underserved demographic groups or any special needs groups.) _____

4. Will your programs promote green initiatives? If yes, how?

5. Will your program enhance or add permanent recreation facilities in the county? If yes, how? _____

6. Will your program request extend or expand recreation programs in the county? If yes, how? _____

7. What is the fee if any, and the amount of games/offerings guaranteed to each participant? _____

Section III Program Revenue Budget

1. Does any other agency provide a similar program in Chatham County? If yes, which agencies? How is your program different from the others?

2. Does the agency have a long-term plan for sustaining the program without financial assistance from Chatham County? If so, what is the plan?

3. If maintenance is required, who will provide it and who will pay for it in the future? _____

4. What percentage, if any of the requested program funding is provided by alternate sources? _____

5. Amount, if any, of the Chatham County request that will serve to fulfill a matching grant. \$ _____

6. Does the program involve partnership with other non- profit agencies or government agencies? If so, please explain? _____

7. Please list all revenue for this program (example; registration, fundraisers): _____

8. Include a proposed expense budget for your requested allocation for this program: _____

9. Amount requested: \$ _____

Section IV: Chatham County Eligibility Certification Requirements

All agencies that apply for Parks and Recreation grants must adhere to the Chatham County Nonprofit grant policy, which is posted on the county website.

<http://www.chathamnc.org/index.aspx?page=1748>

In accordance with the policy, agencies must submit documentation that confirms their eligibility to receive county funds in accordance with the policy.

Eligibility for County Funds

The county does not fund start-up agencies. All agencies that apply for funding must have been in operation for at least three (3) years prior to being considered for a grant award.

To be eligible to be considered for funding, agencies must provide the following certification items. Please number them when you submit:

1. NC Articles of incorporation filed with the NC Secretary of State
2. Either a current solicitation license from the North Carolina Secretary of State or a current exemption.
3. Agencies that apply for human services grants must have 501c3 status and must provide a copy of the letter from the IRS that confirms this status. These agencies must also submit the most recently filed IRS Form 990 or the 990 EZ.
4. Recreation agencies are not required to have 501c3 status. If a recreation agency does have 501c3 status, then they must provide a copy of the letter from the IRS confirming this status and the most recent IRS Form 990 or the 990 EZ. Otherwise, recreation agencies that are recognized as nonprofit organizations in the State of North Carolina but who do not have 501c3 status must provide an employer identification number (EIN) issued by the IRS.
5. An annual budget
6. By-laws
7. A board roster
8. Agency statement of non-discrimination. (The agency must confirm that it does not discriminate in employment or opportunity based on race, color, religion, creed, national origin, ancestry, disability, gender, sexual orientation, or age.)
9. Agency conflict of interest policy or document stating that the agency will not use county funds to pay board members for participation on the board or to hire board members to do any other work. Annual audit or financial review. For agencies with an annual income of less than \$50,000, or for agencies with no employees, an audit is not required and county or United Way staff will provide the financial review.

10. An annual audit is required for agencies with an annual income of \$300,000 or more. A financial review is required for agencies with an annual income of between \$50,000 and \$299,999. For agencies with an annual income of less than \$50,000, or for agencies with no employees, an audit is not required and county or United Way staff will provide the financial review. Financial reserves policy (Agencies that earn less than \$50,000 annually are not required to have a reserves policy)