Chatham County Parks and Recreation
Agency Grant Application

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.

Please be aware that United Way handles some grant administration on behalf of Chatham County. The role is administrative only. The Chatham County Parks and Recreation grant process does not involve United Way funding or funding decisions.

Certification documents will be reviewed by **Friday, June 19, 2020**.

United Way will notify agencies of any missing certification items by **Friday, June 26, 2020**. Should funding be approved, the agency will have to submit all required items in order for funds to be disbursed.

All applying agencies will present their proposal to the Parks and Recreation Advisory Committee on **Wednesday, July 15, 2020**.

Funding requests are for one-year projects. Any funds remaining unspent at the end of the fiscal year must be returned to Chatham County.

All agencies that apply for Parks and Recreation grants must adhere to the Chatham County Nonprofit grant policy. All application materials, the required budget template and policy samples may be downloaded from the Chatham Parks and Recreation website at: [https://www.chathamnc.org/government/departments-programs/parks-recreation/parks-recreation-nonprofit-grant-information](https://www.chathamnc.org/government/departments-programs/parks-recreation/parks-recreation-nonprofit-grant-information)
To be eligible to be considered for Parks and Recreation funding, agencies must provide the following certification items:

1. **Annual Audit or Financial Statement Review**: An audit is required by both Chatham County and United Way for agencies with annual revenue of $500,000 and over. For agencies with annual revenue of less than $500,000, a financial review by an independent CPA is required. For agencies with annual revenue of less than $100,000, a financial analysis will be administered by Chatham County and United Way staff.

2. **Management Letter** (If Applicable)

3. **Agency Budget**: Please complete the provided template OR submit your own board-approved agency budget file. All agency budgets must meet the following criteria:
   a. Include agency revenue and expense budget categories
   b. Include agency revenue and expense over prior year, current year and next year
   c. Provide an explanation for any variance between the last two years of more than 10%.
   d. Your budgeted is required to balance, which means that total revenues and expense should equal each other. Please include any use of cash reserve funds in your budget, and an explanation for their use/contribution.
   e. Please explain “Other” in your budget.

4. **IRS Form 990**

5. **IRS 501(c)(3) Letter of Tax Exemption**

6. **NC Solicitation License or Letter of Exemption**

7. **Board Roster**
   a. Board Roster: Please include names, addresses, professional and/or community affiliations, and number of consecutive years on the current board

8. **By Laws** (*only if applying for the first time)