

TOWN OF ZEBULON
NON-PROFIT ORGANIZATION
FUNDING APPLICATION
FISCAL YEAR 2020-2021

GENERAL INFORMATION		Date:
Agency/Organization Name:		
Mailing Address:		
City:	State:	Zip Code:
Physical Address (if different from mailing):		
Primary Contact & Title:		
Phone Number:	Fax Number:	
Email Address:	Website:	

ORGANIZATION INFORMATION

1) Is your agency incorporated as a non-profit organization? <input type="checkbox"/> Yes <input type="checkbox"/> No. If "Yes", please attach a copy of your IRS tax-exempt designation.
2) Does your Board of Directors consist of non-paid volunteers? <input type="checkbox"/> Yes <input type="checkbox"/> No
3) Number of years organization has been in existence:
4) Did your organization receive funding from the Town of Zebulon last year? <input type="checkbox"/> Yes <input type="checkbox"/> No
4A) If no, skip to Question 5, otherwise indicate amount of funding:
4B) If yes, did you provide an update to the Board at their December 2019 meeting (see Certificaton)? <input type="checkbox"/> Yes <input type="checkbox"/> No
5) List your organization's Mission Statement:
6) Describe the service or project your organization intends to apply this grant towards:
7) What Focus Area of Zebulon's Vision 2030 Strategic Plan does this service or project fit within?: (Ref: www.Zebulon2030.com) <input type="checkbox"/> Small-Town Life <input type="checkbox"/> Vibrant Downtown <input type="checkbox"/> Grow Smart
8) How does this service or project accomplish a goal within the checked Focus Area?

9) How many Zebulon citizens do you serve annually?
10) In the upcoming year, list the metric(s) you will measure to ensure these grant funds are effectively progressing towards meeting the service goal or need?
Annual budget: _____ ; % Administration
Sources of revenue for annual budget (by amount and %):

REQUEST INFORMATION

Amount requested from Town of Zebulon:
Space requested from Town of Zebulon (Please indicate the location and the duration of your space needs):

Are you interested in making a brief presentation to the Board of Commissioners on Monday, March 2 @ 7:00 PM? Yes No

Certification

*We certify to the best of our knowledge that the information provided in this application is accurate and complete and is endorsed by the organization.
 If awarded a grant, I understand and am prepared to make two reports to the Board of Commissioners on how the grant is being used and what progress is being made on the service goal or need. These presentations will occur during the Board of Commissioners regular meetings scheduled for December & March. The anticipated dates of those meetings are: Monday, Dec. 7, 2020 @ 7:00; Monday, March 1, 2021 @ 7:00.*

Signature:
Print Name & Title:

APPLICATION DUE BACK TO FINANCE OFFICE BY FEBRUARY 10, 2020

Please return your application to:

Town of Zebulon
Attn: Bobby Fitts
1003 N Arendell Avenue
Zebulon, NC 27597
rfitts@townofzebulon.org

STAFF ONLY

- 1) Does the proposed service or project advance upon goals noted within the Zebulon Vision 2030 Strategic Plan?
- 2) Does the organization provide the proposed service or project in a more efficient and effective manner than if provided as a Town of Zebulon service?

Attachment: Resolution 2020-07

**RESOLUTION 2020-07
NON-PROFIT FUNDING POLICY**

1.0 PURPOSE:

The purpose of this policy is to provide guidelines to Board and staff in making decisions regarding funding requests by local non-profit organizations. The Town of Zebulon wishes to contribute to the efforts of these organizations when their focus areas align with those of the *Town of Zebulon Vision 2030 Strategic Plan*.

2.0 POLICY STATEMENT:

The Town of Zebulon is committed to providing financial assistance to those non-profit agencies which supplement the Town services that are provided to its citizens. Non-profit agencies should also focus on one or more of the Town of Zebulon's focus areas defined in the Strategic Plan. The focus areas and priority goals within those areas are:

- ***Focus area 1: Vibrant Downtown*** – We will have a clean, attractive, and historic downtown with a variety of special events, entertainment, shops, restaurants, businesses and housing to serve as the heart of Zebulon, providing a gathering place for the community and a destination for visitors.
 - ***Goal:*** Revitalize downtown Zebulon
 - ***Goal:*** Develop events, entertainment, and cultural attractions to draw people downtown

- ***Focus area 2: Small Town Life*** – We will preserve and enhance our small-town feel by developing more activities and locations to gather with family and neighbors, making Zebulon a safe, connected, family friendly and walkable town.
 - ***Goal:*** Promote more community events and festivals
 - ***Goal:*** Enhance and create more community gathering places
 - ***Goal:*** Increase the connectedness and walkability in the community

- ***Focus area 3: Growing Smart*** – Our community is growing and we will plan for the growth with appropriate staffing and service levels to address land use and traffic concerns; promote economic development and preserve the affordability of our community
 - ***Goal:*** Plan for appropriate land use to meet transportation and housing needs
 - ***Goal:*** Pursue economic development opportunities with our community partners
 - ***Goal:*** Maintain appropriate staffing to support expected service levels for the growing community

3.0 NON-PROFIT AGENCY ELIGIBILITY FOR TOWN FUNDS:

It shall be the policy of the Town of Zebulon to consider providing assistance to non-profit agencies meeting the criteria detailed below.

3.1 Eligibility Requirements

All non-profits shall verify their non-profit status by submitting an IRS tax exempt letter confirming 501(c)(3) status, and IRS 990 form and a current solicitation license from the North Carolina Secretary of State (or if exempt, the exemption letter). Additionally, non-profit organizations must not have their revenue suspended by the North Carolina Secretary of State or have overdue federal or state taxes.

3.2 Accountability

Non-profits agencies shall adhere to accountability standards set by the Town 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 quarterly reports to the Board of Commissioners.

3.3 Funding Eligibility

A non-profit agency must have operated for two years by December 31 of the year preceding the application deadline.

Non-profit agencies may not use a third party arrangement to meet requirements for eligibility.

Only one application per agency will be considered each year.

Grants are for operating costs. The Town will not fund the purchase, maintenance, or repair or capital assets in excess of \$5,000.

3.4 Use of Funds

Application must identify what project or program will use funds.

Application must identify and explain how project or program meets one of the goals of the Strategic Plan.

4.0 FUNDING APPLICATION PROCEDURE:

4.1 Application Timeline

- The application will be available on the Town of Zebulon website (www.townofzebulon.org) the first business day of the calendar year.
- Completed applications must be returned to the Finance Department no later than the date indicated in the public notice. Applications received after the published deadline will be deemed ineligible for that year.
- All applicants must appear and make a brief presentation at the March Board of Commissioners meeting (1st Monday of every March).

4.2 Application Requirements

- A completed and signed application is required, along with all required documentation by the advertised deadline.

4.3 Funding Award

- Requests for funding will be handled as part of the annual budget process.

- Town staff will provide analysis to assist the Board of Commissioners with how the applicant aligns with the Town's focus areas and goals.
- The Board of Commissioners will approve final funding for non-profits when the Annual Budget is adopted.
- Applicants will be notified of final funding no later than June 30th.
- The total amount of funding available for award to all non-profit organizations shall not exceed \$5,000 for any fiscal year, with no more than \$1,000 awarded to any single non-profit organization.
- Funds distributed by the Town of Zebulon may only be spent as indicated on the application submitted by the organization. In the event funds are not used as indicated, the full amount of funding will be required to be returned to the Town.
- Any organization receiving funding will hold the Town of Zebulon harmless from any claim or liability that may arise or result from the operation of any program or service assisted with funding from the Town of Zebulon.

5.0 GRANT REPORTING AND MONITORING

Each funded agency must present a report to the Board of Commissioners at a Regular Council meeting. Each agency shall also provide a written report documenting funds received and spent. Funded agencies who do not report will not be eligible for consideration of Town grants in the next fiscal year.

6.0 EXCEPTIONS

Other non-profit entities may receive funding at the Board of Commissioners discretion. The Board may consider other factors such as:

- Does it promote an established Town initiative?
- Does the entity provide a public purpose outside the Town's focus areas?
- Does the entity have a substantial presence in the community?
- Does the entity have a proven track record over time of contributions to the benefit of the Town, its institutions and citizens?
- Does the entity stimulate or encourage community participation in non-profit activities?

This policy replaces Resolution 2008-27 adopted December 3, 2007.

This policy shall remain in effect until such time as amended by the Board of Commissioners.

Adopted this the 6th day of January, 2020
Effective this the 6th day of January, 2020