

# TOWN OF NORTH EAST

## OUTSIDE AGENCY FUNDING POLICY

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### I. PURPOSE:

To ensure the Town of North East is fiscally responsible and residents are well served, this policy creates a uniform procedure for the submission, review, and approval of outside agencies funding requests to deliver various services.

### II. OUTSIDE AGENCY ELIGIBILITY CRITERIA

- A. Agency services must be available to all residents in North East who meet the eligibility requirements of the agency.
- B. Services offered by the agency/program(s) must not be restrictive with regard to race, sex, age, religion, disability or any characteristics that would be prohibited by law.
- C. Funds may not be used for any purpose prohibited by law.
- D. Agencies and their respective programs must be non-profit, incorporated in the State of Maryland, and have an IRS 501(c)(3) for a minimum of one year prior to the date of application.
- E. Funding requests must specifically describe how the agency's program(s) meet the needs of the community.
- F. Funding requests must include performance measures showing the key indicators and outcomes that benefit Town residents.
- G. Agencies must agree to provide a mid-year and end-of-year report of activities, successes, challenges, and lessons learned through their program.
- H. Agencies must make all program(s) and financial information available and must permit onsite visits by Town staff or elected officials.
- I. Agencies may apply for funding once per fiscal year.

### III. PROCEDURES

- A. The *Outside Agency Funding Policy* and *Outside Agency Funding Request Form* will be posted on the Town of North East's Website
- B. Agencies seeking to provide services and requesting Town funding or other support must complete the *Outside Agency Funding Request Form* and provide other required documentation.
- C. The *Outside Agency Funding Request Form* must be completed using the form provided.

- D. Brochures, visual aids, and information other than what is requested is not required and will not be reviewed.
- E. Funding requests must be received by the specified due date to be considered for funding in the Town's fiscal year beginning July 1.
- F. The Director of Finance and Administration will review the agency's submittal for eligibility and other requirements including: application completeness, financial statements, IRS tax forms, annual reports, and other necessary documents.
- G. Funding requests that meet eligibility criteria and are complete will be incorporated into and Outside Agency Request document and submitted to the Mayor and Commissioners prior to the Board's budget work session during which the Town's operating and capital budgets as well as other funding requests will be discussed. Additional budget work sessions and presentations maybe scheduled for agencies to make their appeal to the Board. Agencies that submit applications will be notified of Board Meetings and Work Sessions when their application may be discussed.
- H. Agencies whose requests are approved by the Board will receive from the Director of Finance and Administration at the beginning of the fiscal year notification of the level of funding approved, and instructions how to obtain their funding.