



TOWN OF WENTWORTH

FUNDING REQUEST POLICY

(Adopted by Council: May 5, 2015)

Purpose: To establish a policy that ensures an accountable, objective, and fair process for funding requests.

Policy: The Town of Wentworth may award funding, as permitted by law, on an annual basis to groups that provide programs or services to the citizens of Wentworth. The Wentworth Town Council will consider funding requests during its annual budget work sessions in March and April. Town Council and Staff will conduct the following analysis when considering funding requests:

- Funds requested must be expended for the benefit of the citizens as a whole and not solely for the benefit of particular persons or interests.
- Funds may only be granted for programs, services, or activities that the Town has authority to support directly. Towns/Cities do not have the authority to provide funding to schools. The Town may consult with legal counsel to determine whether it has the authority to support a project.
- Based on the nature of each request, Town Council will provide clear guidelines and directives as to how the funds should be spent.
- Upon completion of the project, a report must be submitted to the Town Council including information on how the project benefitted the citizens of Wentworth, and a detailed list of the expenditures made with funds provided by the Town.

Procedures:

1. Application Process

- The Funding Request Application is available on the Town's website and in the Finance Office at the Wentworth Town Hall.
- All agencies/groups who wish to be considered for funding must complete an application and return it to the Finance Office on or before February 24th. Applications received after February 24th will not be considered for the upcoming annual budget unless the applicant can demonstrate extraordinary circumstances that warrant consideration of the untimely submitted application.
- Applications that are incomplete will be deemed ineligible for funding that year.
- Submission of a complete application does not guarantee funding.
- Applicants must attend a Council meeting to present their request to Council and answer any questions that Council may have about the application.

2. Review & Funding Process

- Eligible applications will be reviewed by the Town Administrator and the Finance Officer.
- A recommendation for funding and, if funding is recommended, a proposed funding amount will be presented to the Town Council for consideration as part of the annual budget process.
- Upon Town Council's approval of the annual budget, grant notification letters will be sent to all who submitted applications for funding, whether or not the request was approved.
- Applications do not automatically renew. Agencies that have received funding in the past must reapply for funding annually.

Funding Criteria: Applications will be reviewed and recommended for funding based on the following criteria. All applicants should:

- Submit a completed application by published deadline.
- State the community need for services and provide a service that meets the descriptions in the policy statement above.
- State achievable, outcome-based goals and outline a plan to meet goals.
- Demonstrate diversity of funding sources.
- Council reserves the right to request information regarding the current financial condition of any grant applicant.

Requirements to Receive Funding:

- An annual performance report documenting the use of the Town's funds and the accomplishments of the program will be submitted by any recipient of funds at the end of the Town's fiscal year.
- The Town Council, at its discretion, may require an examination of any group/agency's financial statements.
- Failure to comply with any of the above requirements may result in suspension of current funding and/or elimination of future funding.

Contact Us:

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Website: www.townofwentworth.com

Email: townhall@townofwentworth.com

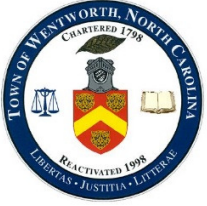
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TOWN OF WENTWORTH

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WENTWORTH, NC 27375

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Email: townhall@townofwentworth.com Website: www.townofwentworth.com

FUNDING REQUEST APPLICATION

If funding is available and the proposed project/program/service is relevant to the citizens of Wentworth NC, requests will be considered by the Wentworth Town Council during their annual budget work sessions in March and April.

The deadline for submittal is February 24th.

(PLEASE PRINT OR TYPE)

ORGANIZATION/AGENCY: _____

Name and Title of Applicant: _____

Phone: _____ Email: _____

Signature of Applicant: _____

Name and Title of Director: _____

Phone: _____ Email: _____

Signature of Director: _____

Project (proposal) Name: _____

Total Cost of Project: _____ Amount Requested: _____

Project Start Date: _____ Project End Date: _____

Date Funds Needed: _____

Has the organization previously received funds from the Town? If so, please explain:

Will this be a recurring request (annually)?

INSTRUCTIONS:

1. Attach a description of the goals and objectives of the organization.
2. Attach a description of the project (*Identify the intended impact on the community, the specific purpose for which Town funds will be used, and the added value to the citizens of Wentworth that will be provided by your project*).
3. Attach a detailed budget for the project. Include other sources and amounts of funding.
4. If your request is granted, you must submit a report upon completion of the project. The report should include information on how the project advanced the organization's mission; how it benefited the citizens of Wentworth, and a detailed list of expenditures made with funds provided by the Town.

OFFICIAL TOWN USE ONLY

Date Application Received: _____ Date Presented to Council: _____

Anticipated Budget Source: _____ Funds Available: Yes _____ No _____

Decision of Town Council:

Approved _____ Amount Approved \$ _____

Denied _____ No Action Taken _____

Date Check Written: _____ Amount of Check: \$ _____ Check No. _____