

**TOWN OF HIGHLANDS
APPLICATION FOR FUNDING
NON-PROFIT ORGANIZATIONS**

NAME OF ORGANIZATION: _____

AMOUNT REQUESTED: \$ _____

Background

In June of 2004, the Board of Commissioners of the Town of Highlands asked the Finance Committee to review funding for non-profit organizations. Funding had been provided to a limited number of non-profit organizations over the years, but no formal criteria or application procedure had been established. The Finance Committee established criteria for funding which the Board approved on August 18, 2004, then developed this Application for Funding, which was approved by the Board on October 6, 2004.

Criteria for Funding

The following criteria will be used to evaluate applications for funding:

1. The organization applying for funding should be deemed non-profit by the Internal Revenue Service in accordance with IRS Code Section 501(C)(3).
2. The requested funding should in some way benefit the general population of the Highlands area, rather than a single select group or a "pet" charity. [Example: the Hudson Library could be considered to provide an asset that is available to everyone in the community, including citizens and visitors.]
3. Consideration should also be given to non-profit organizations that have a specific purpose or provide a service that the Town would otherwise have to provide. [Example: the Macon County Humane Society could be considered to provide a place where the Town can take stray animals.]
4. More consideration should be given to requests for specific capital projects, bricks-and-mortar-type expenses, or start-up costs, than to requests for funding for continuing operating expenses which might be expected from the Town each year as part of an annual budget.
5. Non-profit organizations should be willing to provide a detailed budget and accounting for how funds have been and are intended to be spent; books should be open for inspection, and applicants should be prepared to report midway through the year if requested.

Application Deadline and Procedure

Applications must be submitted to the Finance Committee, c/o of the Town Administrator, by April 1.

All applications will be reviewed and evaluated by the Finance Committee, and a recommendation made to the Board of Commissioners as part of the budget cycle each year. The Town budget is adopted each year in June for the following fiscal year (July 1 through June 30). Funds will normally be disbursed before the end of September. In accordance with the foregoing criteria, it is not the practice of the Town to fund operating expenses or to provide multi-year grants.

Required Information

In order to be considered for funding, applicants must submit the following information. Please attach this information to the application form.

! Provide documentation that your organization is deemed non-profit by the Internal Revenue Service in accordance with IRS Code Section 501(C)(3). Please include a description of the governing body and the names of the current officers, and how long the organization has been incorporated.

! Provide a narrative description of your organization, including its history, purpose, and programs. What other programs or projects have you successfully completed?

! Describe the specific purpose or project for which the grant would be used, including its need and an outline of the plan for successful completion of the project. Is the project expected to be completed within this fiscal year?

! Explain how your project will benefit the general population of the Highlands area, rather than a single select group.

! Does your organization have a specific purpose or provide a service that the town would otherwise have to provide?

! State the amount requested, and include a detailed budget of the project showing anticipated costs and all sources of revenue, including support from other foundations or agencies. Are matching funds being sought for the project?

! Please provide a copy of your organization's operating budget for most recent fiscal year.

! Please be prepared to provide a report accounting for how funds have been and are intended to be spent; be prepared to report on the project midway through the year if requested.

Optional Information

In addition to the foregoing, the applicant may submit additional information, such as letters of recommendation or support from individuals or organizations.

For building projects, please submit a copy of the architectural plans or drawings.

Please do not use optional information to take the place of required information.

Please limit your application to a maximum of ten pages.

Contact Information

Contact Person: _____ Phone Number: _____

Address: _____

Signature of Chief Executive Officer
or Chair of Governing Board

Date