



# ALEXANDER COUNTY

## Non-Profit Organization Funding Policy

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### I. **Statement of Purpose**

The purpose of this policy is to promote partnerships between Alexander County and non-profit organizations whose missions and goals are to improve the overall wellbeing of the citizens of Alexander County through dedicated service and advocacy. It is also the policy of Alexander County to ensure accountability and transparency of the use of public funds and to allow a fair process for submitting, reviewing and approving applications of non-profit organizations to receive said funds.

### II. **Coverage**

This policy shall be applicable to all non-profit organizations who receive public funding, either in the form of a special appropriation, grant, low-interest loan or any type of entrustment with tax-payer dollars.

### III. **Policy**

It is the policy of the Board of Commissioners of Alexander County to carefully review applications for the funding of non-profit organizations with public monies and determine the urgency of need of the non-profit organization's request for funding and its value to the citizens of Alexander County. Alexander County is not required to assist non-profit organizations and will only approve requests for funding when circumstances warrant and the service provided by the organization will provide a vital service and benefit to the public at large. In fact, the North Carolina State Constitution<sup>1</sup> limits the expenditure of public funds for only obligations that are for (1) a public purpose; (2) the activity supported be one in which the local government has statutory authority to engage; and (3) the expenditure is consistent with State and Federal laws.

It is also the policy of the Board of Commissioners of Alexander County to partner with non-profit organizations that can provide certain services through means that are more cost effective or operationally expedient than what local government can provide. Non-profit organizations are also vital to fill in critical gaps that may exist between government services and community needs.

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<sup>1</sup> N.C. Const. art V, § 2(1) and (7)

#### IV. **Procedure**

The application process shall follow Alexander County's annual budget procedure and shall be timed to complement the time restraints of the preparation and submission of the annual budget and budget message.<sup>2</sup>

##### A. Application Process

1. A public notice announcing the annual review process and deadline for applications will be made on the Alexander County Website and in the *Taylorsville Times* in January each year.
2. Completed applications are due to the Alexander County Administration Office by the published deadline and applications received after the deadline will not be considered for inclusion in the annual budget for funding in that fiscal year. However, the application may be given consideration by the Board of Commissioners on an exceptional basis and only if circumstances warrant.
3. Incomplete applications will be deemed ineligible and will be returned to the organization with an explanation of rejection.
4. Submission of a complete and compelling application is no assurance of funding.
5. A public hearing shall be held to allow non-profit organizations to address the Board of County Commissioners, and for the public to comment on the merits of the funding request.

##### B. Review and Funding Process

1. Eligible applications will be reviewed by the County Manager and his designees.
2. A recommendation for funding and a recommended amount will be presented to the Board of Commissioners for their consideration as part of the annual budget process.
3. Upon the County Commissioner's approval of the annual budget, letters will be sent to the organizations who submitted applications for funding notifying them of the outcome of their requests. If approved for funding, the organization will coordinate with designated County staff for completion of the required contract.

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<sup>2</sup> N.C.G.S. §§ 159-7 – 159-17.1

4. The County will consider funding on an annual basis only, unless the Board of Commissioners desire to enter a multi-year contract based on exceptional circumstances.
5. Applications are required on an annual basis and each new budget year will require new validation and submission of applications and corresponding documentation.

V. **Funding Criteria**

To be eligible for recommendation for funding, all of the following must be met:

1. Organizations must submit on a yearly basis an IRS tax-exempt letter proving 501(c)(3) status.
2. Each application must be submitted prior to the published deadline and must be complete.
3. Organizations must clearly and succinctly state how the services they provide will meet a community need and describe the benefit incurred by the general public through use of public funding.
4. Each application must include achievable goals and plans for meeting goals.
5. Organizations making funding requests must not duplicate services already funded by Alexander County.
6. Organizations must show financial stability and a history of fiduciary responsibility.

VI. **Requirements to Receive Funding**

After approval of an application for funding, all of the following must be met.

1. The organization must enter into a written contract with Alexander County for the delivery of services that will include: (1) the scope of services to be provided; (2) payment arrangements; and (3) performance and monitoring requirements including submission of annual report documenting program progression.
2. Organizations must understand and certify that Alexander County, at its sole discretion, may examine the organization's financial statements and said records may become public records capable of public examination and production.

3. Organizations must understand and certify that public funding may be withheld at any time.
4. An annual performance report documenting the use of public funds and the accomplishments of the program shall be submitted at the end of the fiscal year. Organizations must understand and certify that said documentation may be requested at any time during the fiscal year and funding may be withheld pending production by organization of requested documentation.
5. Organizations approved for funding must certify and acknowledge that failure to comply with any of the above requirements and any additional requirements agreed upon in the contract between Alexander County and their organization may result in suspension of continued funding and reimbursement to Alexander County of funding already received.
6. Organizations receiving public funds must also notify Alexander County of any operational change of the structure of the organization and must show how said changes will affect the goals or implementation of services being provided to the citizens of Alexander County

**NORTH CAROLINA  
ALEXANDER COUNTY**

**CONTRACT FOR ALLOCATION OF COUNTY FUNDS TO NON-PROFIT ORGANIZATION**

**THIS AGREEMENT** made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between Alexander County, North Carolina, a body politic and political subdivision of the State of North Carolina, hereinafter referred to as “County”, and \_\_\_\_\_, a non-profit corporation duly organized and registered to operate in the State of North Carolina, hereinafter referred to as the “Organization”.

**WITNESSETH:**

**WHEREAS**, the County is vested under Article V, § 2 of the North Carolina State Constitution and N.C.G.S. § 153A-11 with rights belonging to a corporation, including the right to contract and appropriate money to any person, association, or corporation for the accomplishment of public purposes only;

**WHEREAS**, Article V, § 2(1) of the Constitution of North Carolina, provides that “the power of taxation be exercised in a just and equitable manner; for public purposes only....” Therefore, this public purpose limitation requires that all public funds be expended for the benefit of the citizens of Alexander County and not solely for the benefit of particular persons or interests;

**WHEREAS**, it is the intent and desire of the County to enter into contracts with certain non-profit organizations that will use allocations of public funds for the purpose of benefiting the public at large and whose mission aligns with the County’s desire to enrich and better the lives of its citizens;

**WHEREAS**, it is the Organization’s desire and will to provide a benefit to the public at large through careful and transparent use of appropriations that are allocated to the Organization by this contract.

**NOW THEREFORE**, in consideration of the facts recited above, and the mutual covenants, terms, conditions and restrictions contained herein, and pursuant to the laws of the United States and the State of North Carolina, the parties agree as follows:

1. The County agrees to appropriate public funds in the amount of \$ \_\_\_\_\_, being evenly distributed between monthly payments for the period July 1, 20\_\_\_\_ through June 30, 20\_\_\_\_, solely to be used for the benefit of the general public and as detailed below.
2. The Organization agrees to use the appropriated funds in the manner and for the purposes stated in the Organization’s application for funding submitted to the County, which are incorporated herein by reference in this agreement as if fully set forth. Any change in use of appropriated funds without the County’s consent shall be considered a material breach of this agreement.

3. In consideration for the performance of this agreement by the Organization of the services outlined in the Organization's application for funding, the County agrees to pay the Organization up to the amount of money authorized by the Alexander County budget for the fiscal year for which the appropriation was approved. Payment of such amount shall be made in monthly installments upon receipt of all necessary documentation from the Organization, including financial and audit reports as listed below.
4. If the Organization fails to perform its obligations under this Agreement, or if the Organization shall violate any of the provisions of this Agreement, the County shall have the right to terminate this Agreement by giving written notice to the Organization of such termination. In such event, all unexpended funds at the time of such termination shall be promptly returned and repaid to the County.
5. At any time during the fiscal year for which the appropriation has been approved, the County can request a statement showing how the funds have been used. In the County's discretion, the County can choose to stop payment to the Organization if the Organization is not utilizing public funding appropriately and the Organization shall reimburse any funds already expended.
6. The County may request the Organization to appear before the Board of County Commissioners of Alexander County to provide information and updates on how the Organization is applying public funding for the benefit of the citizens of Alexander County and the surrounding area. If the Organization fails to comply or refuses to present updates in a timely manner, funding will be terminated for the remainder of the term and the Organization may be required to reimburse the County any funding already spent.
7. If the Organization undergoes major operational or structural changes, the County shall be notified immediately, and the Organization shall make itself available to the Board of Commissioners to address the changes and update any effect on the Organization's use of funds provided by the County.
8. The Organization presents and warrants that it has made no assignment or other transfer of any interest in this Agreement and covenants that the Organization will make no assignment of any interest herein without the prior written approval of the County.
9. The Organization is prohibited from discriminating against anyone based on race, color, national origin, sex, religious creed, disability, age, or political beliefs.
10. The Organization shall maintain adequate accounts, books, ledgers, journals, and records in accordance with generally accepted accounting principles, practices and procedures and shall timely produce such records upon the request of the County.
11. The Organization shall establish and provide to the County criteria for monitoring the accomplishment of established goals and objectives, as included in the application for public funding provided to the County and shall submit to the Alexander County Administrative Office an annual report of all program activities, including a summary of accomplished goals and objectives.

12. If funding from the County exceeds \$15,000.00, the Organization receiving the public funds shall have an annual audit of its financial records and operations performed by an independent certified public accountant with a copy of such audit being submitted to the Alexander County Finance Office within five months of the Organization's fiscal year end. If funding is less than or equal to \$15,000.00, the Organization shall provide a financial report detailing the expenditure of funds. This report shall be approved by the Organization's Board of Directors and shall be submitted to the County within five months of the Organization's fiscal year end. Further, the County shall be entitled to audit the financial records and operations of the Organization at the discretion of the County.
13. The County shall be entitled to evaluate the Organization's programming and activity particularly as it relates to the established goals and objectives listed in the Organization's application for public funding. The County shall be notified of accomplished milestones and any changes to the quality or impact of the services rendered by the Organization.
14. All books and records shall be maintained by the Organization for a period of at least three years from the date of the final payment under this Agreement and shall be made available to the County upon request.
15. As a condition of receiving public funds from Alexander County, the Organization agrees to fully indemnify and hold harmless Alexander County, its officers, agents and employees from and against any and all claims, demands, payments, suits, actions, costs, recoveries, and judgments of every kind and description brought out of or occurring in connection with, directly or indirectly, activities funded in part or in whole with public funds available under this Agreement.
16. This Agreement does not create or constitute an agency relationship between the County and the Organization and the County holds no responsibility for the administration and supervision of the Organization's officers, employees, and agents, which persons it is agreed are not officers, employees, or agents of Alexander County.
17. This Agreement may not be amended except through written amendments mutually agreed and assented to by and between the County and the Organization.
18. Pursuant to N.C.G.S. § 143-48.5 and N.C.G.S. § 147-33.95(g), the undersigned hereby certifies that the Organization named below, and the Organization's subcontractors, if any, shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-verify system. E-verify system link: [www.uscis.gov](http://www.uscis.gov)
19. The Organization hereby certifies that it is not listed on the Iran Final Divestment List created by the North Carolina State Treasurer pursuant to N.C.G.S. § 147-86.58 (ie. the "Final Divestment List"). Further, any subcontractor utilized by the Organization shall also not be listed on the Final Divestment List and the Organization warrants that it will not contract with subcontractors on said list. The Final Divestment List can be found on the State Treasurer's website and is updated every 180 days. [www.nctreasurer.com/Iran](http://www.nctreasurer.com/Iran)

20. **IN WITNESS THEREOF**, the parties hereto have caused this Agreement to be executed in their names by duly authorized officers, their seals to be hereto affixed the day and year first above written.

ATTEST:

ALEXANDER COUNTY

\_\_\_\_\_  
Jamie Starnes  
Clerk to the Board

\_\_\_\_\_  
Shane Fox  
County Manager

ATTEST:

\_\_\_\_\_  
Printed Name:  
Organization - Secretary

\_\_\_\_\_  
Printed Name:  
Organization - Chairman of the Board

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

\_\_\_\_\_  
Jennifer Herman  
Finance Director





# ALEXANDER COUNTY

## Non-Profit Organization Funding Application FY 2024-2025

Non-Profit Organization:	
Physical Address:	
Mailing Address:	
Phone:	Fax:
Organization Website:	
Executive Director:	
Email:	
Amount Requested:	

1. What is the mission of your organization?
2. Explain how the programs and services of your organization do one or more of the following:
  - Complement or enhance a current county service at a reduced cost.
  - Provide a service to the community through means that are more cost effective than the government.
  - Fill in gaps that may exist between government services and community needs.
3. What do you propose to do with funding from Alexander County Government?
4. What are your program goals and how will you measure your success?

**Applications are due to the Alexander County Administration Office, 621 Liledoun Road, Taylorsville, NC 28681 by 5:00 p.m. on Friday, February 28, 2024. Late applications will not be accepted.**



# ALEXANDER COUNTY

## Non-Profit Organization Funding Application FY 2024-2025

5. Please complete the following to reflect your income and expenses from your Income Statements. If necessary, change or add line descriptions to fit your needs.

<b>ORGANIZATION REVENUES</b>	<b>Actual Amounts 2022-2023</b>	<b>Estimated Amounts 2023-2024</b>	<b>Proposed Amounts 2024-2025</b>
Alexander County	\$	\$	\$
<b>Government Fees &amp; Grants (Specify Agency)</b>			
A.			
B.			
C.			
D.			
<b>United Way Allocation</b>			
<b>Contributions – Sponsor Fees</b>			
<b>Special Events</b>			
<b>Membership Dues</b>			
<b>Program Service Fees/Revenues</b>			
<b>Sales of Materials</b>			
<b>Investment Income</b>			
<b>Miscellaneous</b>			
<b>Transfers from Restricted/Endowed Funds</b>			
<b>REVENUE TOTAL</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>ORGANIZATION EXPENDITURES</b>			
<b>Salaries</b>	\$	\$	\$
<b>Employee Benefits</b>			
<b>Payroll Taxes</b>			
<b>Professional Fees:</b>			
Program Related Consultants			
Other Consultants			
Legal Fees			
Accounting Expenses			
<b>Supplies</b>			
<b>Telephone</b>			
<b>Postage/Shipping</b>			
<b>Rent</b>			
<b>Rental/Maintenance of Equipment</b>			
<b>Printing &amp; Publications</b>			
<b>Travel &amp; Transportation</b>			
<b>Conferences/Conventions/Meetings</b>			
<b>Assistance to Individuals (Fees/Awards/Grants)</b>			
<b>Membership Dues</b>			
<b>Interest Expense</b>			
<b>Insurance</b>			
<b>Payments to Affiliated/National Organizations</b>			
<b>Miscellaneous</b>			
<b>TOTAL EXPENSES</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

Applications are due to the Alexander County Administration Office, 621 Liledoun Road, Taylorsville, NC 28681 by 5:00 p.m. on Friday, February 28, 2024. Late applications will not be accepted.



# ALEXANDER COUNTY

## Non-Profit Organization Funding Application FY 2024-2025

6. Describe the population served by your nonprofit: Where are they located?
  
  
  
  
  
  
  
  
  
  
7. How many individuals were served by your organization? Individuals should be counted as if they participate in no more than one organization program.  
  
2021-2022 program year \_\_\_\_\_  
2022-2023 program year \_\_\_\_\_  
2023-2024 program year \_\_\_\_\_ (estimated for full year)  
2024-2025 program year \_\_\_\_\_ (projected)
  
  
  
  
  
  
  
  
  
  
8. Describe your strategy for funding after the Alexander County appropriation ends on June 30, 2025:
  
  
  
  
  
  
  
  
  
  
9. What other organizations (if any) provide services similar to yours and how do do you coordinate service delivery with those other organizations?
  
  
  
  
  
  
  
  
  
  
10. Attach a copy of the organization's IRS tax-exempt letter proving 501(c)(3) non-profit status.



# ALEXANDER COUNTY

## Non-Profit Organization Funding Application FY 2024-2025

### Certification

**Financial Recordkeeping:** Non-profit organization agrees to furnish financial records to Alexander County at the request of the County which may include, depending on funding amount, the latest annual financial statement and filed IRS Form 990 upon written demand.

**Program Monitoring:** Each nonprofit organization awarded funds is required to submit an end of the budget year program report. This report will detail how the County funds were spent and what progress was made toward the goals stated in your funding application.

By signing below, we acknowledge that the information contained in this application is accurate. We understand that if awarded funding, we will comply with the financial and program data described above.

Executive Director: \_\_\_\_\_  
Name, Signature, and Date

Board Chair: \_\_\_\_\_  
Name, Signature, and Date