

2019/2020 Outside Agency Application for Funding

Agency Name:		
Street Address:		
City:	State:	Zip:
Phone:	Email:	
Contact Name and Title:		
Brief Description of Organization/Agency Mission (50 words or less):		
Has anyone associated with the agency/organization within the last five years been accused of malfeasance misuse of agency funds? Yes or No. <i>If yes, please add a letter of explanation to this application.</i>		
Type of Application:	Category 1 (Your proposal meets a public need of the residents of Boone that is not addressed by Town of Boone services.) Category 2 (Your proposal supplements an existing service provided for by the Town of Boone or implements an identified goal established by the Town Council.)	
501(c)(3)		
Other		
Did your agency receive funding from the Town of Boone in 2018/2019? Yes or No If yes, did you file a 2018/2019 follow-up report? Yes or No		
Did your agency receive in-kind services from the Town of Boone in 2018/2019? Yes or No If yes, please list: _____		
Amount of all funds in 2018/2019 allocated from all Town of Boone sources: \$ _____		
Amount of Funding Requested for 2018/2019: \$ _____		
Amount of 2018/2019 Estimated Total Agency Budget Income \$ _____		
Amount Requested from the Town of Boone is _____ % of your total budget.		

2019/2020 Outside Agency Application for Funding (continued)

PLEASE READ CAREFULLY:

Only COMPLETE applications will be eligible for outside agency funding. Applications will be reviewed for completion by a designated Town staff member. Applicants will be notified if their application is incomplete. Those that are incomplete will have the opportunity to submit the remaining materials necessary in order for the application to be considered complete by the deadline of April 30, 2019. Should you have any questions, please contact Town Hall at 828-268-6200. PLEASE SUBMIT NINE (9) COPIES OF EACH ITEM REQUESTED.

***If your organization received funding from the Town of Boone in FY 2018/19, please submit items 1-6, along with a summary of your organization including how 2018/19 funds allocated to you by the Town were spent and how, if you receive funding in FY 2019/20, these funds would be spent. (Three pages or less)**

***If your organization did NOT receive funding from the Town of Boone in FY 2018/19, please submit all documents requested below.**

At the top, right corner of each page, please number the materials submitted according to the numbers listed below and submit in order.

1. Application form completed and signed with any requested additional lists or statements.
2. A 1-page or less explanation of how the funds requested will meet a public need of the residents of Boone **OR** a 1-page or less explanation of how the funds requested will supplement an existing service provided for by the Town of Boone or implements an identified goal established by the Town Council.
3. A 1-page or less explanation of whether your organization's mission or services are duplicated by another organization(s) and if so, how coordination of services occurs.
4. A 1-page or less explanation of the measurable goals or outcomes and implementation plan including timeframes for the use of the funds.
5. A 1-page or less description of the population served by the requested funds including the total number served. Also include an explanation of the percentage of this population that is Town of Boone residents or how the population served is beneficial to the Town of Boone.
6. A 1-page or less statement indicating your program service expenses versus all other expenses (management, fundraising and general expenses).
7. A copy of your current budget with a statement of anticipated changes for the upcoming year.
8. Last 12 months P & L Statement.
9. Balance Sheet including an explanation for any reserves held by the organization.
10. Copy of your most recent 990 form, if applicable. If not required, please explain.
11. Previous year audit report and all management letters for the most recent year, if applicable. If your organization does not require an audit report, please provide for your most recent operating year (calendar or fiscal) a sworn statement of account for all receipts and expenditures or a certification statement by the Board of Director's Treasurer stating the organization's accounting system is adequate and sufficient to manage Town of Boone funds.
12. List of Board of Directors including terms of office, officer assignments and a statement confirming the composition of the current Board of Directors meets the organization's bylaw requirements and an explanation if it does not.
13. Certificate authenticating non-profit status.
14. Current NC solicitation license, if applicable. If not required, please explain.

If any of the above items are not included in your application, please provide an explanation.

I have the authority and hereby certify that the information contained in this application and the accompanying documents are true, that all financial documents have been reviewed for accuracy, and that the application is made with the knowledge and proper authorization of the organization.

Name: _____ (printed): _____

Title: _____ (printed): _____

Signature: _____ Date

Signed: _____