



# Community Partner Grant Request for Proposals & Application

## Fiscal Year 2023-2024

Thank you for your interest in applying for a Community Partners Grant (CPG)! Union County utilizes CPG funds as an opportunity to partner with local nonprofit organizations to deliver services that align to the County's strategic objectives.

All nonprofit agencies are invited to apply for funding. To determine whether your organization meets the minimum requirements, please review the section titled *Eligibility Criteria*. Organizations that do not meet the above listed criteria are invited to apply and provide an explanation related to any criteria that are not met.

The application process is a way to ensure transparency and fairness in the allocation of funds. Funding is limited and subject to budget availability with final amounts that are unknown at this time. Applicants are not guaranteed to be awarded funds. Also, successful applications may be funded for less than the amount requested based on available funding.

## Application Process and Timeline

Applications for funding are reviewed by the Union County Budget Management Department to ensure each application is complete. Funding recommendations will be developed through a process that includes evaluation by a Review Panel comprised of county staff, the County Manager, and final approval by the Board of County Commissioners.

The review and award process is expected to progress according to the following schedule:

<b>November 4, 2022:</b>	Applications released
<b>January 13, 2023:</b>	Application submission deadline
<b>February 2023:</b>	Completed applications evaluated by Review Panel
<b>May 2023:</b>	Recommendations for award included in County Manager's Budget
<b>June 2023:</b>	Board of County Commissioners approve FY 2023 - 2024 County Budget

## Eligibility Criteria

- Serve the residents of Union County
- 501(c)(3) non-profit classification with the IRS (excludes institutions of higher education)
- Independently CPA audited financial statements for most recent fiscal year
- Clearly contribute to one of five County strategic objectives:
  - Public Safety
  - Community Consensus
  - Economic Development
  - Sustainability
  - Organizational Strengthening
- Documentation supporting a diversified workforce (i.e. EEO policy)
- Professional membership to support organizational sustainability
- Registered with Secretary of State as “Current/Active” (no revenue suspension or overdue taxes)

Organizations that do not meet the above listed criteria are invited to apply and provide an explanation related to any criteria that are not met.

## Strategic Objectives

Once you begin the application process, there will be five strategic objectives to choose from:

- *Public Safety* – In concert with our community partners, provide those essential services that protect the public’s health, safety, and welfare.
- *Community Consensus* – By developing relationships based on mutual trust and understanding, engage appropriate stakeholders to identify and successfully implement programs and initiatives that reflect the community priorities.
- *Economic Development* – Through common vision and direction become a more business friendly, economically vibrant and sustainable community by fostering development of a qualified workforce and infrastructure capacity to support current and future economic sustainability and growth.
- *Sustainability* – Through collaboration with community partners, foster an environment that promotes affordability of services, conservation of resources, and preservation of a high quality of life to support and enrich a diverse and productive population.
- *Organizational Strengthening* – Develop and maintain a highly engaged workforce through shared values and clarity of purpose, with the tools, training and resources that support skills development, knowledge sharing and retention, and employee investment.



# FY 2023 – 2024 Union County Community Partner Grant Application

**Submission Deadline: Friday, January 13, 2023, 5:00 PM**

By Mail: Union County Government  
500 N. Main St., Suite # 809  
Monroe, NC 28112

By Email: Adrienne Rorie, Sr. Budget Analyst  
[adrienne.rorie@unioncountync.gov](mailto:adrienne.rorie@unioncountync.gov)

## Organization Information

Org. Name: \_\_\_\_\_  
Org. Type: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Website: \_\_\_\_\_  
Date of Incorporation: \_\_\_\_\_  
Years of Operation: \_\_\_\_\_  
Fiscal Year End Date: \_\_\_\_\_

## Primary Contact Information

Name: \_\_\_\_\_  
Email: \_\_\_\_\_

Phone #: \_\_\_\_\_

## Director's Contact Information

Name: \_\_\_\_\_  
Email: \_\_\_\_\_

Phone #: \_\_\_\_\_

## Nonprofit Credentials

EIN #: \_\_\_\_\_

How many years org. has been certified as a  
501(c)(3) nonprofit: \_\_\_\_\_

## Program Information

Program Name: \_\_\_\_\_

Total \$ of Reward Requested: \_\_\_\_\_



## Financial Summary

### Audited Financial Statements

Do you have independently CPA-audited financial statements for fiscal/calendar year 2021 or 2022? The most recent audited statements should be included with this application.

- Yes
- No. The audit will be available at a later date. Provide estimated date: \_\_\_\_\_
- No. We do not and will not have an audit.

### Agency Budget & Funding

What is the agency's total budget for 2022 - 2023? What is the current fund balance and what do you anticipate it to be at the close of the current fiscal year (FY 2022 - 2023)? Does Union County already provide any kind of financial support or in-kind assistance to the agency? (*Character Limit: 1,000*)

## Program Overview

After selecting a Funding Category, please complete each narrative text box below. Insert "N/A" for any question that is not applicable.

### Funding Categories

The following funding categories tie to board objectives within the County and guide decisions during the County's budget process. Please select one of the five priorities below that best aligns to your program.

- Public Safety
- Community Consensus
- Economic Development
- Sustainability
- Organizational Strengthening



**Program Mission & Goals**

Please provide the mission & vision statement(s) and programming goals of the organization or program.  
*(Character Limit: 1,000)*

**Service Geography & Population**

Please describe the characteristics of the target populations that benefit directly from the service including the location within Union County where services are provided. This information should include the number of persons served by your agency and how many of those are Union County residents.  
*(Character Limit: 1,000)*



**Problem Statement**

Describe the identified community need(s) the service proposes to address within the strategic objective. Provide evidence (ie. research or data findings) to support a clearly defined problem.

*(Character Limit: 3,000)*



**Service Strategy, Delivery, and Proposed Results**

Explain the strategy that will be used to address the problem stated above. Describe the service delivery process. Include staff, key activities, and timelines. Describe the results this service will deliver in Fiscal Year 2024 (July 1, 2023-June 30, 2024) and long-term (in the next 2-4 years). As available, provide evidence that the strategy will be successful. Include data on past performance and outside research as appropriate. Please include the method for data collection (ie. surveys) and tracking (ie. use of databases or other means). *(Character Limit: 3,000)*



**Collaboration and Partnerships**

If applicable, describe how the service will use collaboration or partnerships to achieve results.

*(Character Limit: 600)*

**Peer References**

Please provide up to three references from peer organizations. Only contact information for the organizations is necessary.

*(Character Limit: 600)*

**Professional Association**

To what professional association(s) does your organization belong? How does/do the association(s) support your organization's sustainability?

*(Character Limit: 600)*





## Budget and Performance

### **Budget**

Please complete and submit the budget template.

### **Performance**

Please complete and submit the performance template.

## Additional Documentation

All additional documentation should be included as additional pages or attachments when submitting applications. An agency that does not have any of the additional documentation should submit, in writing, the reason that documentation does not exist for each request.

### **Funding Sources**

Include a spreadsheet of all outside funding for the past three (3) years including whether the source is public/private.

### **IRS Documentation**

Include copies of IRS Federal Tax Exemption Letter and IRS Form 990.

### **Certificate of Insurance**

Include Certificate of Liability Insurance.

### **Leadership and Staff**

Include a list of agency's Board of Directors and all staff members.

### **Salary Disclosure**

Include documentation displaying the salary and benefits associated with each program position.

### **Articles of Incorporation**

Include copies of Articles of Incorporation and Bylaws.

### **Professional Affiliations**

Include confirmation of membership with a professional association.

### **Workforce Representation**

Include documentation supporting agency's effort to achieve and/or promote a diversified workforce (ie. Diversity Policy, EEO Statement, Management Plan, etc.)

