

Gavin Brown, Mayor
J. Wells Greeley, Mayor Pro Tem
Gary Caldwell, Alderman
Julia Freeman, Alderman
LeRoy Roberson, Alderman



Marcia D. Onieal, Town Manager
Woody Griffin, Town Attorney

Town of Waynesville Strategic Partner Funding Requirements

The Town of Waynesville appropriates funding to non-profit strategic partner agencies that provide public services and programs to the citizens of Waynesville. Funds shall be appropriated for public purposes only. To be eligible for funding, agencies must provide verification of IRS tax-exempt status and complete the application fully, with all required attachments included. Agencies seeking utility assistance or other in-kind services of value from the Town, in lieu of cash appropriation, must also complete the attached application.

Special Appropriations are made for one year only and the amount granted, if any, may be less than the amount requested. Decisions regarding funding are made by the Board of Aldermen as part of the Town's annual budget process, which begins in January and concludes on June 30. The Town's fiscal year begins on July 1.

1. Any non-profit organization requesting funding from the Town of Waynesville for fiscal year 2016-2017 is required to submit a completed application, no later than **March 31, 2016**.
2. The request for funding should be made using the attached application form and must include an explanation of how the organization's work and these funds benefit the citizens of the Town of Waynesville. A complete application is required for consideration for funding or in-kind assistance.
3. Agencies applying for funding for multiple programs or in separate categories may submit the multiple requests as a single application, with one set of attachments, provided that the application includes a separate program description page for each program, activity or amount requested.
4. At its discretion, the Town may consider applications from organizations whose IRS status is pending or not directly applicable, in which case the applicant must stipulate a non-profit fiscal agent to act responsibility on it's behalf .
5. **NEW Requirement**-agencies which have traditionally received utility assistance or event sponsorships without submitting an application will no longer be eligible for financial assistance without submitting required paperwork.
6. Once completed and signed, funding applications should be mailed to Administrative Services, Town of Waynesville, Post Office Box 100, Waynesville, NC 28786, or emailed to aowens@waynesvillenc.gov.
7. Organizations will be notified in July 2016 as to whether or not funding has been awarded. Grant payments are usually mailed to each awardee in late August and January.
8. If awarded a grant for a specific program/event/activity, applicant must acknowledge the Town of Waynesville as a contributor, or co-sponsor in all related print and electronic media.
9. Agencies whose applications are incomplete, will not be considered for funding during the current cycle.

Questions about the requirements or the application process may be directed to Amie Owens, Administrative Services Director at 828-452-2491 or via email at aowens@waynesvillenc.gov.

**FY 16-17 Application for Strategic Partner Funding from the Town of Waynesville
Deadline: March 31, 2016**

Organization Name: _____

Organization Mailing Address: _____

Organization Physical Address: _____

Main Phone Number & Web Address: _____

Primary Contact Person: _____

Contact Phone: _____ Email: _____

Please use the following check list to ensure your application is complete:

_____ Copy of IRS determination letter, verifying 501(c) 3 or similar tax exempt status

_____ List of the Agency's current Board of Directors and Staff

_____ Number of times the board met during the previous year _____ **(Must be four or greater)**

_____ Copy of minutes of the board meeting where the annual budget was adopted

_____ Copy of the current agency budget **(if requesting general operating funds)**

_____ Program/activity description and budget for which grant funds are requested.

_____ Copy of the most recent financial statements **(if requesting \$5,000 or less)**

_____ Copy of the most recent Audited Financial Statements **(if requesting greater than \$5,000)**

_____ Copies of agency's promotional materials, brochures, or other supporting documentation **(if available)**

Total Amount of Funding requested in FY16-17: \$ _____

(If the request is for more than one program or activity, please submit a separate program description sheet for each request)

Describe the primary mission/work of the applicant agency:

