

Gavin Brown, Mayor  
Gary Caldwell, Alderman  
Jon Feichter, Alderman  
Julia Freeman, Alderman  
LeRoy Roberson, Alderman



Robert W. Hites, Jr., Town Manager  
William E. Cannon, Jr., 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 2019-2020 is required to submit a completed application, no later than **March 29, 2019**.
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 its 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](mailto:aowens@waynesvillenc.gov).
7. Organizations will be notified in July 2019 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, Assistant Town Manager at 828-452-2491 or via email at [aowens@waynesvillenc.gov](mailto:aowens@waynesvillenc.gov).

**FY 19-20 Application for Strategic Partner Funding from the Town of Waynesville  
Deadline: March 29, 2019**

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 FY19-20:** \$ \_\_\_\_\_

*(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:**

