

PUBLIC NOTICE

To: Doug Finn, Keith Allen, Rosemary Lear, Terry White, Ann Doucette, Carolyn Pierce, Candy Holm Anderson, Pat Schanen, Sue Sandvick

From: Sue Sandvick, County Clerk

Date: February 8, 2018

Subject: Nonprofit Funding Policy Work Group

A meeting will be held on Monday, February 26, 2018, at 3:00 p.m., in Room 207C, Douglas County Courthouse, 1313 Belknap Street, Superior, Wisconsin, to discuss policy for funding nonprofit groups (proposed policy attached).

cc: Daily Telegram
Posting
Mark Liebaert

Douglas County, Wisconsin
Nonprofit Agency Funding Policy

DRAFT

For Discussion Purposes Only

Purpose: To establish a policy than ensures an accountable, objective, and fair process for submitting, reviewing, and approving nonprofit agency grants.

Policy: Douglas County, Wisconsin (County) has no statutory requirement to fund nonprofit agencies. Accordingly, it is the policy of the County not to provide recurring annual funding to non-governmental agencies, aside from those who provide a vital service to the County. Notwithstanding the above, the County may, when circumstance warrant, elect to enter into an agreement with a nonprofit agency to provide services that are vital to the County. In each case, the Nonprofit Funding Committee of the County, will carefully review the circumstances surrounding the request and determine its value to the County. Final approval will rests with the Douglas County Board of Supervisors.

In each case, the programs or services provided by nonprofit agency must do one or more of the following:

- Complement or enhance a vital county service at a reduced cost
- Provide a service to the County through means that are more cost effective or operationally expedient than what the government can provide
- Fill in a critical gap that may exist between governmental services and community needs

Procedures:

1. Application Process

- The annual process is timed to complement the annual capital projects process. Applications will be reviewed in March of each year.
- An application form with be available on the County's website and in the County Clerk's Office.
- Nonprofit agencies that have a compelling need for funding may complete the nonprofit funding application.
- Applications are made available annually in January and due back to the County Clerk's Office by the published deadline.
- Applications received after the published deadline will not be considered for inclusion in the annual capital projects process in that year.

- Applications that are incomplete will be deemed ineligible for funding and will be returned to the nonprofit agency with explanation of rejection.
- Submission of a complete and compelling request is NO assurance of funding.
- A public hearing may be held to allow nonprofit applicants to address the Nonprofit Funding Committee and for public to comment on the request.

2. Review and Funding Process

- Eligible applications will be reviewed by the Nonprofit Funding Committee.
- A recommendation for funding and a recommended amount will be forwarded to the Administration/Executive Committees for their consideration as part of the annual capital projects process. The County Board of Supervisors ultimately approves all funding.
- Upon County Board approval, the agencies will be notified of the outcome of their requests.
- The County will consider funding on an annual basis only.
- Each new capital projects budget year will require a new application for each funding request.

Funding Criteria: Applications will be reviewed and recommended for funding based on the following:

- Must submit IRS tax-exempt letter stating 501 (C)(3) non-profit status
- Must submit completed application by deadline
- Must state community need for services and provide a served that meets the descriptions in the policy statement above
- Must state achievable, outcome-based goals and outline a plan to meet the goals
- Must not duplicate services already funded by the County
- Must demonstrate diversity of funding sources
- Must demonstrate financial stability

Requirements to Receive Funding:

- The County at its discretion may require an examination of the agency's financial statements.
- An annual performance report documenting the use of the County's funds and the accomplishments of the program will be submitted three months after the end of the agency's fiscal year.

Failure to comply with any of the above requirements may result in suspension of current funding and/or elimination of future funding.

**DOUGLAS COUNTY, WI
NON-PROFIT REQUEST FORM**

Organization Information

Organization Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

Contact Person: _____

Title: _____

Email Address: _____

Financial Information

Total Annual Budget: _____

Total Clients Served Annually: _____

Douglas County Residents Served Annually: _____

Please attach a copy of your annual budget

Funding Request Information

Please attach a document detailing the following information:

1. Funding amount requested;
2. Funding uses;
3. Scope of services to be provided using the funds;
4. Documentation on Douglas County residents who will benefit from the services/program;
5. A copy of the last annual audit completed by the organization;
6. A brief synopsis of the reporting which will be provided to the County to ensure compliance with the use of the funds;
7. 501(c)(3) non-profit organizations must provide a copy of the previous calendar year form 990; and
8. A listing of board/organization members.

Signed: _____

Name: _____

Title: _____

Contact Information: _____