

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: March 1, 2018

Subject: Nonprofit Funding Policy Work Group

A meeting will be held on Tuesday, March 6, 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

DRAFT

Douglas County, Wisconsin Nonprofit Agency Funding Policy

Purpose: To establish a policy that ensures an accountable, objective, and fair process for submitting, reviewing, and approving funding for nonprofit agencies. This policy excludes those agencies funded through the Douglas County Annual Operating Budget.

Policy: Douglas County, Wisconsin (County) has no statutory requirement to fund nonprofit agencies. Any funding that is provided by the County shall be in compliance with Wisconsin State Statutes. Accordingly, it is the policy of the County not to provide recurring annual funding to nonprofit agencies, aside from those who provide a vital service to the County. In each case, the Nonprofit Funding Policy Work Group of the County, will carefully review the circumstances surrounding the request and determine its value to the County. Final approval will rest with the Douglas County Board of Supervisors. Any and all funding provided is contingent on and limited to the availability of Discretionary Allocation funds from prior year unassigned General Fund surplus.

Procedures:

1. Application Process

- The process is timed to complement the annual capital projects process, which traditionally occurs after the calendar/fiscal year is complete.
- An application form will be available on the County's website and in the County Clerk's Office on or before February 1st of each year.
- Applications are due back to the County Clerk's Office by March 15th.
- Applications received after the deadline may not be considered for inclusion in the annual capital projects process in that year.
- Applications that are incomplete or do not meet the criteria may 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.

2. Review and Funding Process

- The availability of funds will drive the funding process.
- Eligible applications will be reviewed by the Nonprofit Funding Policy Work Group. The review will be conducted in March/April of each year.

- Applications meeting the requirements 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 required information provided during the application process. In each case, the programs or services provided by the 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; or
- Fill in a critical gap that may exist between governmental services and community needs

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 must be submitted three months after the end of the agency's fiscal year.
- A written letter, addressed to the Douglas County Finance Director, requesting funding, shall be submitted after approval of the County Board of Supervisors.
- Funding request letters must be submitted in the year the funding is approved.

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



DOUGLAS COUNTY NONPROFIT AGENCY REQUEST FORM

CONTACT INFORMATION	
Agency Name	Point of Contact Name, Relationship to Organization
Address	E-mail
Phone	Fax
FUNDING REQUEST INFORMATION	
Amount Requested	Current Annual Budget
STATEMENTS – PLEASE EXPLAIN <i>(attach additional pages, if necessary)</i>	
The community need for services:	
The achievable, outcome-based goals and an outline to meet those goals:	
AGENCY INFORMATION	
Clients Served Annually	Douglas County Residents Served Annually
MUST ATTACH PREVIOUS YEAR'S FINANCIAL STATEMENTS AND IRS FORM 990	

I am submitting this request on behalf of the agency listed above.

SIGNATURE

DATE

TITLE

PRINT NAME