



Nonprofit Funding Application Package

The Okaloosa County Board of County Commissioner recognizes not for profit organizations play an important role in our community. In recent several years, the County has budgeted \$250,000 for nonprofit assistance. Through an application process, these funds have been shared among an average of 10 grant awardees.

Entities interested in applying for the annual Nonprofit Funding should familiarize themselves with the contents of this package prior to applying for funding. This package consists of the following documents:

- 1) Okaloosa County Nonprofit Agency Funding Policy approved May 21, 2019.
- 2) Non-Profit Funding Request Application for FY 2022/2023. Attach additional pages if necessary.

Application Checklist
Use this checklist to ensure that you have completed and submitted all required documents to be considered for funding through the County's Annual Non-Profit Assistance program.
Non-Profit Funding Request Application for FY 2022/2023
IRS Determination Letter of 501(c)(3)
IRS 990 Form (most recent tax year)
State of Florida Solicitation of Contributions Form
Agency's current year budget (revenues and expenses)
Prior year financial statements (revenues and expenses, audited if required)

Submission Instructions: The Non-Profit Funding Request Application and all required attachments must be emailed to budget@myokaloosa.com no later than May 2, 2022 at 5:00 PM CST.

OKALOOSA COUNTY NONPROFIT AGENCY FUNDING POLICY

1.0 PURPOSE

The purpose of this Nonprofit Funding Policy (the “Policy”) is to ensure that Okaloosa County is fiscally responsible in the allocation of County General Funds to nonprofit organizations and to ensure that the award and use of such funds are adequately documented. This Policy creates a uniform procedure for the submission, review, approval and accounting of funding requests to the County from nonprofit organizations (the “Agency”).

2.0 POLICY STATEMENT

Okaloosa County is committed to providing financial assistance to those nonprofit agencies which assist Okaloosa County Government in carrying out its Vision of “providing an unmatched economic opportunity and quality of place and life for all citizens” and Mission to “engage our private and public sector partners to provide ... economic opportunity and excellence in critical services to enhance the quality of life for all residents.”.

3.0 NONPROFIT AGENCY ELIGIBILITY FOR COUNTY FUNDS

It shall be the policy of Okaloosa County to consider providing assistance to nonprofit agencies meeting the criteria detailed below.

3.1 Eligibility Requirements

All nonprofits shall verify their nonprofit status by submitting an IRS determination letter confirming 501(c)(3) status, the most recent IRS 990 form and a current solicitation license from the Florida Secretary of State (or if exempt, the exemption letter). Additionally, nonprofit organizations must not have their revenue suspended by the Florida Secretary of State or have overdue federal or state taxes.

3.2 Accountability

Nonprofit agencies shall adhere to accountability standards set by this policy and as required by law. **Compliance with these standards is a criterion for funding.** These standards include but are not limited to:

1. Complying with all financial requirements including the submission of financial statements or audits as specified.
2. Complying with program performance measurement requirements including submission of Performance Reports.
3. Complying with all other application terms, including meeting all deadlines.

3.3 Funding Eligibility

1. A nonprofit agency must be incorporated under the State of Florida, and have operated for two (2) consecutive years by December 31st of the year preceding the application deadline.
2. Nonprofit agencies may not use a funding agent or other third party arrangement to meet program requirements for eligibility.
3. Only one complete application per agency will be considered each year.
4. Grants are for programmatic expenses (items recognized under Generally Accepted Accounting Practices – GAAP – as operating costs)
5. The County will not fund the purchase of capital assets with a value in excess of \$5,000 or a useful life greater than three years.
6. A nonprofit agency must be available to all residents in Okaloosa County who meet the eligibility requirements of the Agency. Services offered by the agency/program must not be restrictive with regard to race, sex, age, religion, disability, or any other classification that would be prohibited by law.
7. Funding requests must specifically describe how the agency program impacts the health, economic, or social well-being of the clients served and how such program serves a public purpose.
8. Funding requests must also include performance measures establishing how they impact the health, economic, and/or social well-being of the clients served and how they serve a public purpose.

4.0 FUNDING APPLICATION PROCEDURE

4.1 Application Timeline

1. Annually, a public notice of availability of funding and information for applying will be advertised by the Office of Management and Budget (OMB) Department no later than April 15th.
2. A copy of the application will be available on Okaloosa County's website.
3. Completed applications are due to the OMB Department **no later than the date indicated in each year's public notice.** Applications received after the published deadline will be deemed ineligible for that year.

4.2 Application Requirements

A completed County nonprofit funding application is required, along with all required documentation by the advertised deadline.

4.3 Funding Award

1. The County Administrator will make nonprofit funding recommendations in the Recommended Budget to the Board of County Commissioners.
2. The Board of County Commissioners will approve final funding for nonprofits when the Annual Operating Budget is adopted.
3. Applicants will be notified of the final funding amount no later than October 1st.
4. Funds may be dispersed in advance or on a reimbursement basis.
5. An agency awarded nonprofit program funds must accept the funds by completion of a contractual agreement which must be signed by the agency's Executive Director and the County Administrator. Failure to execute a contractual agreement will result in forfeiture of funding award.

4.4 Conflict of Interest

The consideration, award and funding of any nonprofit agency pursuant to the Nonprofit Program, shall be carried out in a manner consistent with the Code of Ethics for Public Officers and Employees, Florida Statute Chap. 112, Part III, Code of Ethics for Public Officers and Employees and Okaloosa County Human Resources Policy Manual, Chap XIII, Code of Conduct

5.0 GRANT REPORTING AND MONITORING

Each funded agency will submit an annual financial report and an annual programmatic report. These reports describe progress towards program outcomes and require a financial report detailing expenditures signed by the agency's Executive Director. Agencies are required to maintain detailed back-up documentation of expenditures, available for review by county staff upon request. Failure to comply with these reporting requirements may jeopardize county funding. Site visits may be performed annually to determine and verify data collection methodology. Any Agency which receives funding under this Policy may be subject to an audit by the Board of County Commissioners or its designee.

For funding up to \$10,000, the Agency shall provide an affidavit stating the funds were used to reimburse the Agency for expenses incurred in accordance with this Policy, the Application and all applicable county, state and federal rules, laws and regulations no later than December 31 of the fiscal year for which funding was awarded.

For funding above \$10,000, the Agency shall provide an accounting of those funds along with receipts and documentation which establishes that the funds were expended in conformity with this Policy, the Application and all applicable county, state and federal rules, laws and regulations.



Non-Profit Funding Request Application

Total Available Funding: \$250,000

Funding Period: October 1, 2022 – September 30, 2023

Application Deadline: May 2, 2022 by 5:00pm CST

Organization and Contact Information		
Agency Name:		
Street Address:		
City:	State:	Zip:
Website:		
Executive Director:		
Phone:	Email:	
Name and Title of Principle Contact:		
Phone:	Email:	
Date of Incorporation:	Consecutive Years of Operation:	

Program Information	
Program Name:	
Total Program Cost:	Total Funding Request:
<p>Public Purpose: Describe in detail how the Program impacts the health, economic opportunity, or social well-being of the clients served, and the methodology for providing services.</p> <p>Clearly align Program impacts with Okaloosa County’s Vision of “providing an unmatched economic opportunity and quality of place and life for all citizens” and Mission to “engage our private and public sector partners to provide...economic opportunity and excellence in critical services to enhance the quality of life for all residents.”</p>	

If there are similar service providers or Programs, distinguish how this Program is different.

Resources: Explain the agency's staffing, equipment, facilities, etc. that will be used to effectively deliver the Program services described above.

Additional Funding Sources: Please list any additional County funding received as part of this application.

Budget: Provide a clear budget that indicates a reasonable expense for the Program services and leverages other funds to the greatest extent possible.

Federal Grant	State Grant	Private Partnerships	Donations/ Other	Okaloosa County	Total Revenues
Personnel	Program Operations	Administrative/ Overhead	Facilities Repair/ Maintenance	Capital Equipment	Total Expenses

Note: Okaloosa County will not fund the purchase of capital assets with a value in excess of \$5,000 or a useful life greater than three years.

Clients Served Annually:	Cost per Client Served:
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Performance Metrics: Identify measures to define Program success and impact to clients served.

	Oct '19 – Sep '20 Actual	Oct '20 – Sep '21 Actual	Oct '21 – Sep '22 Estimate	Oct '22 – Sep '23 Estimate
[Metric 1]				
[Metric 2]				
[Metric 3]				

If historical data is not available for an existing program, please explain.

Certification/Attestation

The Program's services are not be restrictive with regard to race, sex, age, religion, disability, or any other classification that would be prohibited by law.

The Program's services are available to all residents in Okaloosa County who meet the eligibility requirements of the Agency.

An annual financial report detailing Program revenues and expenditures signed by the agency's Executive Director will be provided.

An annual programmatic report describing progress towards Program outcomes signed by the agency's Executive Director will be provided.

For funding up to \$10,000, an affidavit stating the funds were used for expenses incurred in accordance with the Application and all applicable county, state and federal rules, laws and regulations shall be provided no later than December 31 of the fiscal year for which funding was awarded.

For funding above \$10,000, receipts and documentation which establishes that the funds were expended in conformity with the Application and all applicable county, state and federal rules, laws and regulations shall be provided no later than December 31 of the fiscal year for which funding was awarded.

Agency may be subject to on-site visits or audit by the Board of County Commissioners or its designee.

I have read, fully understand and agree to be bound by Okaloosa County's Non-Profit Funding Policy (the "Policy"). I have completed this application fully and accurately and have not misrepresented any information contained herein. I certify that the requested funds will be used for the purposes set forth in this application and in conformity with the Policy and Florida law.

Executive Director Signature

Date

Application Checklist

The documents below must be submitted along with your application.

IRS Determination Letter of 501(c)(3) Status.	
IRS 990 Form (most recent tax year)	
State of Florida Solicitation of Contributions Form	
Agency's current year budget (revenues and expenses)	
Prior year financial statements (revenues and expenses, audited if required)	

Scan and submit the completed form with documents to: budget@myokaloosa.com

**Submit completed paper application with documents to: 1250 North Eglin Parkway,
Suite 102
Shalimar, FL 32579
(850) 609-7076**

Please complete all sections of the application form.

Incomplete applications and/or applications received after the deadline will not be considered.

For Internal Use Only:

Scoring Key: 1 – Serious substantive issues or areas of weakness 2 – Issues or areas of weakness 3 – Acceptable 4 – Thorough details & effective use of resources 5 – Exceptional level of effectiveness & innovation	Score
Public Purpose criteria: - clear description of program services and delivery mechanisms - measureable outcomes to be achieved - methods and strategies in place to collect valid data to support program outcomes - outcomes that meaningfully work toward achieving Okaloosa County’s Vision and Mission statements - identification of other organizations that provide the same or similar services - demonstration of the uniqueness of the organization’s program	
Resources criteria: - information about the program’s staffing structure and personnel credentials - description of the necessary equipment, software and physical resources to deliver the program services - evidence that the organization can sustain appropriate levels of service - potential partnerships, collaborations with defined roles and responsibilities	
Budget criteria: - categorization of revenues and expenses - identification of matching grants or the leveraging of other funding sources - evidence of decreased reliance on Okaloosa County funding	
Performance Measures criteria: - at least two performance measures that communicate how the program is impacting the defined target population - at least one performance measure that aligns with Okaloosa County’s Vision and Mission statements - established measures that drive the program’s work and that meet the targeted goals	
Total	

County Administrator Recommended Funding Amount: \$ _____

Board Approved Funding Amount: \$ _____