

APPLICATION INSTRUCTIONS

Alamance County Outside Agency Funding is for agencies to request financial assistance from Alamance County for programs or resources that the County is unable to offer to residents of Alamance.

Please follow the instructions below for submitting an application:

- 1. Please include all required attachments.
- 2. Make sure the application is signed by all requested parties.
- 3. Please email the completed application, with the required attachments, to:

Jessica Mooty, Budget Analyst Jessica.Mooty@alamance-nc.com

Or mail to:

Alamance County Attn: Jessica Mooty Budget Department 124 W. Elm Street Graham, NC 27253

All sections of the application must be complete and all required attachments included in order to receive consideration.

Note: Failure to provide all requested information will automatically disqualify an agency for funding consideration. If an item requested does not apply to your agency, please indicate with an "N/A" and explain why it is not applicable.

Applications are due by 5:00 pm, Tuesday, February 27, 2024.

If you have any questions regarding the application process or about any of the information requested, please contact:

Jessica Mooty Jessica.Mooty@alamance-nc.com 336-639-4580



ORGANIZATION NAME:		
ADDRESS:	PHONE:	
EXECUTIVE DIRECTOR:	EMAIL:	
CONTACT PERSON FOR GRANT:	EMAIL:	
COUNTY FUNDING RECEIVED FOR FY 2023-24		
COUNTY FUNDING REQUESTED FOR FY 2024-25		

Please attach the following with your application.

If an item is not applicable to your organization, please indicate this by an "N/A" and explain why it is not applicable.

Audited Financial Statement for 2023, Including Management Letter

Board-approved budget for the current fiscal year (2023-2024)

Proposed project or activity budget
(disclose how the funds requested will be specifically used for FY 2024-2025)

If a Not-For-Profit Agency, please provide these additional items:

Copy of 501(c)3 Letter of Tax Exemption - Required

Copy of Form 990. Federal Tax return for 2023 - Required

Copies of Articles of Incorporation and Bylaws (if applicable) - Required if New Applicant or Updated

_____ Current Roster of Board Members, with terms specified - Required if New Applicant or Updated

Failure to disclose all requested information will automatically disqualify an agency for funding consideration. For

questions, please contact Jessica Mooty at Jessica.Mooty@alamance-nc.com or 336-639-4580.



AGENCY INFORMATION

PLEASE PROVIDE YOUR AGENCY'S PURPOSE/MISSION STATEMENT

PLEASE LIST THE TYPES OF SERVICES/PROGRAMS YOUR AGENCY PROVIDES

FUNDING PURPOSE

WHO IS YOUR TARGET POPULATION?

PROVIDE A BRIEF NARRATIVE DESCRIPTION OF THE ANTICIPATED USES OF COUNTY FUNDS AND REASON NEEDED



FUNDING PURPOSE CONTINUED

IF YOUR AGENCY IS VISITOR-DRIVEN, PLEASE FILL OUT THE FOLLOWING:

WHAT WAS THE VISITOR ATTENDANCE AT YOUR FACILITY IN 2023?

WHAT METHODS DID YOU USE TO COLLECT THESE ATTENDANCE NUMBERS? PROVIDE SUPPORTING DOCUMENTATION TO VERIFY ATTENDANCE ESTIMATES.

WHAT HOURS ARE YOU OPEN TO THE PUBLIC?

WHAT SPECIAL EVENTS ARE YOU OPEN TO THE PUBLIC OUTISDE OF NORMAL BUSINESS HOURS?



PERFORMANCE OUTCOMES

To assess the effectiveness of your program outcomes, please provide a summary of target goals and actual results of the County funded program for FY 2022-23:

Goals	Outcomes	Actual	Target

AGENCY AGREEMENT

(agency name) agrees to the following guidelines:

a. That all audited financial statements are open to the public upon reasonable notice.

b. That the agency will obtain bids for capital outlay items funded with County dollars, and be able to provide adequate written documentation of such upon reasonable request.

c. That the agency will abide by all Federal, State and local laws and ordinances.

d. That the agency will use County funds only for the purpose for which the funds were appropriated.

e. That the agency will repay any funds that are in violation of the stated purpose for receiving the appropriation.

Authorized Agency Official

Date

Date