

BAY COUNTY BOARD OF COUNTY COMMISSIONERS

OUTSIDE AGENCY FUNDING POLICY

I. PURPOSE

To ensure that Bay County is fiscally responsible and residents are well served, this policy creates a uniform procedure for the submission, review, and approval of outside agency's funding requests to deliver various services. Information and guidelines about this competitive process are outlined below. If you have any questions, please contact the Bay County Budget Office 850.248.8240.

II. OUTSIDE AGENCY ELIGIBILITY CRITERIA

- A. Agency services must provide a direct benefit to the residents in Bay County.
- B. Services offered by the agency/program(s) must not be restrictive with regard to race, sex, age, religion, disability, or any characteristics that would be prohibited by law.
- C. Funds may not be used for any purpose prohibited by law.
- D. Agencies and their respective program(s) must be non-profit, incorporated under the State of Florida, and have an IRS 501(c)(3) for a minimum of two years prior to submitting an Outside Agency Funding Request.
- E. Funding requests must specifically describe how the agency's program(s) contribute to the Board's strategic goals. These goals help meet Bay County's priorities related to the ability to: Ensure a Safe County, Deliver Effective Services, Maintain a Family Friendly Community, Stewardship of Natural Resources, and to continue to build and maintain a Healthy Business Climate.
- F. Agencies requesting funding for the following services or activities will not be considered:
 - Endowments or debt reduction
 - Administrative services support
 - Annual fundraising or capital campaign
 - Event sponsorships and advertising
 - Clubs, sports teams, cemeteries, or other services limited to a select membership
 - Political activities
 - Purposes or services outside of Bay County
 - Public agencies for mandated services
 - Scholarships or individual grants or awards
 - Private Foundations
- G. If funding is approved, agencies must agree to provide their mid-year and end-of-year Statement of Financial Position and Statement of Activities, along with status of how and when requested funding has been expensed by the agency.
- H. Agencies may apply for funding once per fiscal year, however, actual funding if approved, can only be received for three years out of a rolling seven year period.

III. PROCEDURES

- A. The *Outside Agency Funding Policy and Outside Agency Funding Request Form* will be posted on the Bay County website.
- B. Agencies requesting Bay County Funding or other support must complete the Outside Agency Funding Request Form and provide all other required documentation listed below. Completed request form and all documentation must be received by the Bay County Budget Office before 5:00 p.m. on the due date to be considered for funding in the County's fiscal year beginning October 1.

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OTHER REQUIRED DOCUMENTATION

1. IRS letter with tax exemption ruling.
 - Applicants must be qualified to receive tax-deductible contributions as defined by the IRS - general a 501(c)(3) public charity tax status.
2. Current Board of Directors/Officers, their professional affiliation (if in workforce), and duration on board.
 - If your organization is a local office, chapter, etc. of a larger entity (i.e. umbrella organization, governmental agency, etc.), you will be required to also attach a list of local Bay County board and/or advisory members.
3. Copy of most recent independent audit, review and management letter.
 - Agencies are not eligible to receive Bay County funding if they do not have an independent audit or review by an outside CPA.
4. Articles of Incorporation and Bylaws.
5. Agencies fiscal year to date financial statements for the current year.
 - Statement of financial position (assets, liabilities and equity)
 - Statement of activities (income and expenses)
6. Agency Budget.
 - Including details describing what project or portion of the budget will be funded by Bay County, if approved.

Important note: *If your agency is a local office, chapter, project, etc. of a larger entity (i.e. umbrella organization, governmental agency, etc.), please also include financials, budget, and board list of your local organization.*

- C. The Outside Agency Funding Request Form must be completed using the online form in the format provided. Agencies are encouraged to retain a receipt of their submission. The form and required documentation can be submitted via mail or email to:

Bay County Board of County Commissioners
Budget Office
840 West 11th Street
Panama City, Florida 32401
Budget@baycountyfl.gov
- D. Brochures, newsletters, and information other than what is requested is not required to be submitted with application funding requests.
- E. Funding requests will be scored and ranked by a committee before given to the Board of County Commissioners. The Board will vote on all funding requests during a Budget workshop whereby agencies will be notified of the date(s).
- F. At the beginning of the fiscal year agencies whose request were approved by the Board will receive from the Budget Office a notification regarding the level of funding, and a request for a signed copy of the Funding Agreement for Community Services from the Purchasing Department.

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IV. FUNDING REVIEW AND VOTING PROCESS

Completed application packages will be reviewed and scored by a review committee comprised of community members. The individual scores will be converted from their raw amounts to an ordinal format (1st, 2nd, 3rd, etc). Scores and comments will then be given to the Bay County Board of County Commissioners for final review and approval. The Outside Agency Funding process is competitive; there are always more funding requests than available funding. The committee gives highest priority (scores) to applications that reflect the following:

A. Organizational Capacity

- The stability of the organization and commitment of its leaders as reflected in its years of operation
- Past performance
- In operation for a minimum of two years before this request was submitted
- Financial reports
- Diverse and invested board members
- Staff stability

B. Proposed Program/Funding Use

- Proposed grant has a clear goal that is consistent with the organization's mission
- Focus on solutions to address a problem, need, or enhances the quality of life in the County
- Includes a plan to evaluate and learn from the outcomes or results of the grant

C. Efficiency & Collaboration

- Maximizes the use of volunteers
- Collaborates with other organizations in program execution (minimizing duplication of existing programs and resources)
- Demonstrates cost sensitivity and efficiency in budget planning; including in-kind contributions

D. Financials

- Has annual independent audit or review
- Organization has financial statements consisting of:
 - Statement of Financial Position (Balance Sheet)
 - Statement of Activities (Income Statement)
- Any loss is explained
- Expenses are mission aligned
- Annual income is under one million dollars
- Other revenue is equal to or greater than this funding request

The committee will also consider the number served by the funding request, the increased organizational capacity enabled by the grant, geographic area(s) served, and community needs and priorities.

Based on available funds, some applications may be approved, while others may be only partially funded or receive no funding.

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Voting Committee:

- One committee will be needed.
- Seven reviewers on the committee: five appointed by the Board of County Commissioners, the County Manager or his designee, and one member at large appointed by the other 6 members.
- The committee will need a leader to answer questions or point out concerns to the team. The committee should also have someone who can review the financials (CPA, Accountant, business professional).
- Each member will submit written disclosure to identify any possible conflicts (i.e. serves on board, makes large financial contributions, etc. to any organization being reviewed).

Review Team Orientation:

- All review committee members will be required to attend a training session to learn about the guidelines, scoring process, Sunshine Law, and ask questions about the process.
 - The training session will be 1 – 2 hours long. PP and reference materials will be provided to all members.
- After scoring individually, the committee will meet at least once to discuss and finalize the scoring.



OUTSIDE AGENCY FUNDING REQUEST FORM

Due Date May 18, 2018

Board of County Commissioners
 Budget Office
 840 West 11th Street
 Panama City, Florida 32401
[Email: Budget@baycountyfl.gov](mailto:Budget@baycountyfl.gov)

Application Checklist

Please refer to the Bay County Board of County Commissioners Outside Agency Funding Policy for eligibility criteria and procedures. Within the policy procedures, you will find a list of required documentation. Applications submitted without all required documentation will be deemed incomplete and will not be reviewed or scored by the committee.

Organization and Contact Information

DO YOU HAVE 501(c)(3) STATUS?	YES NO	ARE THERE ANY ISSUES THAT WILL PREVENT THE 501(c)(3) STATUS FROM REMAINING IN THE UPCOMING YEAR?	YES NO
AGENCY NAME:			
ADDRESS:		ZIP CODE:	
PHONE:	FAX:	WEBSITE ADDRESS:	
EXECUTIVE DIRECTOR/PRESIDENT:		PHONE:	EMAIL:
NAME AND TITLE OF PRINCIPAL CONTACT:		PHONE:	EMAIL:

Agency Personnel

	PRIOR YEAR	CURRENT YEAR	UPCOMING YEAR
A. TOTAL NUMBER OF EMPLOYEES:			
B. NUMBER OF ADMINISTRATIVE EMPLOYEES:			
C. NUMBER OF PROGRAM EMPLOYEES:			
D. NUMBER OF VOLUNTEERS:			
E. AVERAGE NUMBER OF VOLUNTEER HOURS:			

Program Information

IS THIS AGENCY A BRANCH OF A LARGER ORGANIZATION?	YES NO	WHAT IS THE NAME OF THE PARENT ORGANIZATION?
TOTAL PROGRAM COST:	TOTAL FUNDING REQUEST:	WHAT IS THE PURPOSE OF THE FUNDING REQUEST?
		<div style="width: 15%;">LIFE SKILLS</div> <div style="width: 15%;">HEALTHCARE</div> <div style="width: 15%;">EDUCATION</div> <div style="width: 15%;">SOCIAL SERVICES</div> <div style="width: 15%;">OTHER</div>

EXPLANATION OF FUNDING REQUEST:

BOARD OF COUNTY COMMISSIONERS STRATEGIC GOALS

- ENSURE A SAFE COUNTY
- DELIVER EFFECTIVELY SERVICES THAT BAY COUNTY CITIZENS WANT, NEED, AND ARE WILLING TO SUPPORT
- MAINTAIN A FAMILY FRIENDLY COMMUNITY WHERE CITIZENS AND VISITORS CAN FIND AND AFFORD THE VALUES AND LIFESTYLES THEY SEEK
- MAINTAIN EFFECTIVE STEWARDSHIP OF BAY COUNTY'S SIGNIFICANT NATURAL RESOURCES
- BUILD AND MAINTAIN A HEALTHY BUSINESS CLIMATE

DESCRIBE YOUR PROGRAM AND HOW IT CONTRIBUTES TO ANY OF THE ABOVE STRATEGIC GOALS:

PARTICIPANTS

PRIOR YEAR

CURRENT YEAR

UPCOMING YEAR

A. NUMBER SERVED THROUGH THIS PROGRAM:

B. ESTIMATE OF YOUR COST PER PARTICIPANT:

IF FUNDING IS APPROVED, WHAT LEVEL OF SERVICE IS EXPECTED?

Program Funding Information

AGENCY NAME:

PROGRAM NAME:

HAS YOUR AGENCY RECEIVED BAY COUNTY BOCC FUNDING WITHIN THE PAST? IF YES, INDICATE THE AMOUNTS BELOW.

YES

NO

FY11-12

FY12-13

FY 13-14

FY14-15

FY15-16

FY16-17

FY17-18

IF USING BAY COUNTY MONEY FOR GRANT MATCHING, HOW MUCH IS NEEDED FOR MATCHING?

HOW MUCH MONEY WILL BE RECEIVED FROM THE GRANT?

WHAT PERCENTAGE OF YOUR TOTAL REVENUE WOULD THIS REQUEST MAKE UP?

**PROGRAM EXPENDITURES
(PERSONNEL, OPERATING, CAPITAL, OTHER)**

FUNDING SOURCE	DESCRIBE EXPENDITURE FOR CLARITY	PRIOR YEAR	CURRENT YEAR	UPCOMING YEAR

TOTAL PROJECTED EXPENDITURES