

FY21-22 Community Promotions Funding Guidelines

I. Purpose

The Town of Burnsville recognizes and supports programs and organizations that promote history, art, education, agriculture and economic development in the Town as areas of interest.

II. Funding

Appropriations are supported through general town funds, which are budgeted as part of the Town of Burnsville's annual budget in the community promotions line.

III. Eligibility

To be eligible for community promotions funding an organization or project must meet the following criteria:

- a. **Nonprofit.** Organizations must be incorporated as nonprofit organizations, classified as tax exempt by the Internal Revenue Service, or a government agency in Yancey County doing work on projects or programs that effect the Town. Organizations must be in operations for a minimum of 2 years. Organizations must operate in Yancey County with service to Yancey County and specifically the Town of Burnsville. If an organization does not meet this criteria, it may partner with another organization to serve as fiscal agent for purposes of receiving community promotions funds.
- b. **Public Purpose:** Local government may only appropriate taxpayer funds for those projects/programs that meet a public purpose under the North Carolina Constitution and fall within Town authority to fund per the North Carolina General Statutes. Any proposed funding will receive legal review for this requirement by the town attorney. **NO FUNDING IS ALLOWED FOR CAPITAL (BUILDING/BRICK AND MORTAR PROJECTS)**
- c. **Application:** Organizations must submit all documentation required by the Clerk on or before the information deadline. No late applications or requests will be considered for funding.
- d. **Funding:** Funding for any organization is only guaranteed for the fiscal year in which the appropriation is made. Future funding is not guaranteed and organizations will be required to submit new applications annually. Funding will be limited to a dollar amount set by the Town Council in its annual budget. The Council may not be able to meet all funding requests to the full amount requested
- e. **Funding request review:** All requests for funding will be reviewed by staff and presented to Council in budgeting work sessions. Priority will be given to programs/projects primarily located within the Town of Burnsville and benefiting residents in one or more of the areas of interest. Council reserves the right to request additional information from an organization regarding its request for funding. A final decision on funding will be made at the adoption of the fiscal budget.
- f. **Award of funding:** Organizations will be notified of funding in July after the budget is adopted.
- g. **Contract:** Funding will be administered via performance contracts. Contracts will require the organization to demonstrate/provide the following:
 - **How the funding was used within the project/program**

- **Submit copies of nonprofit status documentation**
- **Submit copies of annual IRS tax filing (form 990s)**
- **Submit financial statements in accordance with applicable Statements on Standards for Accounting and Review Services (SSARS) or a copy of the organization's annual audit to indicate the funding was used as claimed.**
- **Attest that no legal conflict of interest exists that would prevent the organization, its officers or board members from contracting and receiving funding from the Town.**

IV. The Town Clerk will have applications for funding requests available at Town Hall or upon request via email.