



Town of Flower Mound Community Support Funding Policy

Application requirements:

1. Must be 501(c) (3) tax-exempt or a governmental agency or entity.
2. Must have been in operation for at least three years prior to making application for funding.
3. Not more than 25 percent of the organization's total operating budget will come from the Town's Community Support funding. ("In-Kind Services" are acceptable if included in the financial statement, can be verified by an independent source that the rate or value used is the same rate or value a third party or paying customer would pay, and the service or product is provided by someone not associated with the organization.)
4. May not have more than six months operating expenses in reserve. (Town Council recognizes that organizations may not meet this criterion for a variety of reasons, including deliberately building reserves for projects, funds in reserve already earmarked for specific purposes, or efficient administration of resources. Therefore, Town Council reserves the right to allow an organization that otherwise meets the Community Support criteria but has more than six months operating expenses in reserve to apply and be considered for funding, provided that the organization give an explanation for why they do not meet this criterion.)
5. Must submit an "Application for Financial Support" form, which includes the information listed below and all required attachments.

Information for the Application

- the specific amount of funding requested for the proposed fiscal year;
- a list of the anticipated benefits to the Town that will result from the funding;
- statistics on service levels to the Town (actual and as a percentage of total);
- a description of the request that specifically indicates the intended use for the funds;
- a brief organization description;
- status of goals listed for the organization's most recent completed fiscal year;
- goals and objectives for the proposed fiscal year; and
- other miscellaneous information.

Required Attachments to the Application

- an audit or CPA review of the most recently completed fiscal year;
 - organizations with a budget of less than \$100,000 are not required to submit an audit or CPA review, but are required to submit financial statements with verification of Board approval (i.e. signature);
- a current IRS 501(c) (3) Determination Letter;
- form 990 submitted to the IRS for the current year;
- a budget for either the current fiscal year or a proposed budget for the upcoming fiscal year; and
- a list of other funds available for this program (may be shown in the budget).

Eligibility Criteria:

1. Social Services applications will be separated between organizations that provide a quantifiable benefit to a Town department and ones that do not. The applications will be reviewed on whether or not the applicant directly benefits a Town department or the job the department is doing for the citizens. Social Services applicants who do not meet one of the following criteria will not be eligible for inclusion in a Town department budget:
 - Does a Town department benefit from the agency?
 - Does the agency impact the job the Town department is doing for the citizens?
 - Does the agency fill a need for the Town department that they would have to pay for if not fulfilled by that agency?
2. If a Social Services application does not meet the eligibility criteria to be included in a Town department, they will be discussed by the Town Council at their annual budget work session in August. Cultural Arts organization's applications will be reviewed by the Cultural Arts Commission. The Commission will submit funding recommendations to the Town's Financial Services Department. Council will discuss the recommendations at their annual budget work session in August.

Program Administration Criteria:

1. Annual grant funding will not exceed 0.5 percent of the Town of Flower Mound's General Fund budget from the previous fiscal year. The amount allocated to the eligible Social Service organizations within the Town department budgets will be deducted from the annual grant funding. The remaining balance will be available to allocate to the other Social Service and Cultural Arts organizations during the annual budget work session in August. For example:

.5% maximum	\$270,000
Town dept. budgets	<u>(\$150,000)</u>
Remaining available	<u>\$120,000</u>

2. Annual grant funding for the eligible Social Service organizations will equal the previous year's awarded amount. If an organization would like to increase their award, the benefitted department will submit a decision package for the increase during the budget process. The decision package will be ranked along with all of the department's needs. New organizations would also need to be funded through a department's decision package request.
3. All applications are due annually to the Financial Services Department on **February 15th**. After Financial Services reviews the applications for accuracy, the departments will incorporate the request into their budget submission.
4. All funding of Community Support organizations will occur during the budget process. No off-budget-cycle funding will be granted.
5. All funding of Community Support organizations will be awarded in the form of a cost reimbursement, with designated ceilings in place. All disbursements will be made only upon receipt of documentation of organizational expenditures for approved unreimbursed services. The deadline and process for submitting a reimbursement request will be provided in the funding letter sent in October.
6. Organizations will be required to submit a mid-year report to the Town. Organizations will report accomplishments through March 31st. The Interim Report is due annually on April 15th. Failure to submit the report on time could impact future funding decisions.