



Town of Flower Mound Community Support Funding Policy

Application requirements:

1. Must be 501(c) (3) tax-exempt entity providing services to the residents of Flower Mound.
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.
 - The Town 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, the Town 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 "Community Support Funding Application" 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).

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.
2. All applications are due annually to the Town's Financial Services Department **the first Monday of May**.
 - Organizations can email applications to communitysupport@flower-mound.com, mail them to Town Hall, or drop them off in person at Town Hall.
 - Please note that there are separate applications available for Cultural Arts organizations and Social Service organizations. Organizations must complete the application that best fits their organization's purpose and mission.
3. Organizations will make a short 5-minute presentation to Council regarding their request for funding at the June Council Work Session. Organizations that apply and meet all the Program's requirements will be emailed additional information regarding the time and date of this meeting by May 15th.
4. The Town's Community Support Committee, which consists of staff representatives from various departments, will meet in June to review all applications for funding and determine funding allocations. As part of this evaluation process, organizations may be subject to additional questions, requests for information, and/or other steps to ensure a thorough selection/award process.
5. Funding decisions made by the Committee will be presented to Town Council at their July Council Work Session and incorporated into the Town's Proposed Budget.
6. Organizations will be notified of their funding award in October, once the Town's budget has been adopted and the new fiscal year begins. The performance period of the grant will run from October 1st – September 30th.
7. All funding of Community Support organizations will occur during the budget process. No off-budget-cycle funding will be granted.
8. All funding of Community Support organizations will be awarded in the form of a cost reimbursement. All disbursements will be made only upon receipt of the Town's Reimbursement Request Form and documentation of organizational expenditures for approved expenses.
 - All requests for reimbursement must be made by September 15th.
 - Organizations can email reimbursement requests to communitysupport@flower-mound.com, mail them to Town Hall, or drop them off in person at Town Hall.
 - Organizations can request reimbursement as frequently as they would like (monthly, quarterly, yearly, etc.).
9. Organizations will be required to submit a mid-year Interim Report to the Town. Organizations will report accomplishments through March 31st. The Interim Report is due annually by the third Monday in April. Organizations that fail to submit an Interim Report will be ineligible to apply for Community Support funding the following year.
10. All information related to the Town of Flower Mound Community Support Program, including relevant documents, can be found on the Town's [website](#).