

External Agency Funding Request Instructions & Application

COUNTY ADMINISTRATION
DEPARTMENT OF FINANCIAL SERVICES

September 26, 2016
County of Gloucester
Stephanie Tinsley, CPA; Director of Financial Services



County of Gloucester
FINANCE DEPARTMENT

6467 Main Street, Gloucester, Virginia 23061
804-693-6927



September 23, 2016

To: All External Community Agency Funding Applicants
From: Stephanie Tinsley CPA, Director of Financial Services
CC: J. Brent Fedors, County Administrator
Re: Instructions for Preparation of the FY2018 Funding Request

Gloucester County recognizes that non-profit organizations fill an important role in improving the quality of life for our community by offering services to Gloucester County citizens in a cost effective manner through the use of partnerships. The Board of Supervisors strives to allocate resources effectively and equitably to meet the needs of those in communities that rely on the County's support. As has been the case for the past several years, available funding for agency requests is very limited. The County Administrator's recommendation to the Board of Supervisors will be based on the demonstrated benefit of requests to the citizens of Gloucester County within one of seven categories: Thriving Economy, Education, Infrastructure, Human Services, Housing and Land Use, Natural and Recreational Resources, and Governance. Please see Gloucester County Board of Supervisors Vision for 2035 (attached) for more information. Funding requests must support outcomes that the County has identified for these seven priorities. The applicants must show how their programs align with meeting those outcomes.

In addition, the following factors will be considered in evaluating applications:

- The agency's mission is consistent with the County's overall service mission;
- There is documented need for the agency's program or service;
- There are demonstrated positive results for the program or service;
- The program or service provides a direct benefit to Gloucester County residents;
- The program or service enhances County functions;
- There are documented efforts by the agency to secure funding from other sources;
- The agency has the administrative resources to administer funds and to implement/oversee the program or service.

Eligible applicants are not-for-profit organizations performing services that benefit the County residents by statute or through execution of a community contract to which the County can provide funding. The organization must provide a service or opportunity to the community and must be supported by effective management. The application included provides additional detailed guidelines for submitting requests.

In reviewing agency requests for the upcoming fiscal year, the County Administrator and his Budget Leadership Team will review program requests closely to evaluate how each program and corresponding outcomes serve Gloucester County citizens. All requests are subject to an annual review and decision as part of the yearly budget process, and allocations may be subject to reduction or discontinuation. An allocation one year does not guarantee future allocations.

After review and evaluation of the applications, the County Administrator presents recommendations to the Board of Supervisors in March as part of his proposed budget. Organizations and the public have an opportunity to

address the Board of Supervisors regarding the County Administrator's proposed budget at an advertised public hearing.

Please read the instructions and application carefully and provide all information requested. Incorrect or missing information could mean that your application will not be considered. **To ensure your application's consideration for the fiscal year beginning July 01, 2017, please submit your application request with all supporting documentation electronically to the Gloucester County Department of Financial Services by e-mail to stinsley@gloucesterva.info no later than 5:00 p.m. on Friday, November 18, 2016.** Paper copies are no longer accepted. Immediately following the Board of Supervisors adoption of the FY2018 Annual Financial Plan in the spring, each applicant will be advised of the outcome of the organization's request.

We recognize and appreciate your interest in serving the citizens of Gloucester County. Please do not hesitate to contact me via email with any questions or concerns.

Thank you.

GLOUCESTER COUNTY BOARD OF SUPERVISORS VISION for 2035

Founded in 1651, Gloucester County has a rich and varied history that includes Werowocomoco, the cultural and political center of the Powhatan Confederacy; Revolutionary War battlefields; and the homes of Dr. Walter Reed, and early civil rights activist T.C. Walker. Today, Gloucester citizens enjoy the beauty of a rural Virginia countryside, while remaining within a short commute of the activities and shopping opportunities offered by metropolitan Hampton Roads.

Moving towards the future, Gloucester will benefit from steady and consistent economic growth enabled by a robust infrastructure, business-friendly government and a top-notch public education system. Gloucester's citizens will enjoy a wealth of recreational activities, shop locally at numerous and varied markets and stores, and have access to county-based, world-class health care. Gloucester will offer all the amenities of modern life, while continuing to surround its citizens with the tranquility of rural and waterfront living.

Gloucester is, and will continue to be, "The Land of the Life Worth Living."

Gloucester Enjoys a Diverse, Thriving Economy

Gloucester County has become the destination of choice for entrepreneurs looking for a qualified and stable workforce, affordable real estate, and a relaxed and fulfilling lifestyle.

- Gloucester businesses are enabled by low taxes and an accommodating and collaborative regulatory environment.
- The Highway 17 Corridor contains business parks offering white-collar companies spacious and well-appointed offices supported by a robust fiber-optic broadband network.
- Numerous industrial parks have been developed off the highway, providing light industries with the infrastructure and space needed for rapid growth.
- Gloucester, the historic home of the Chesapeake Bay watermen, has become the East Coast hub for a burgeoning aquaculture industry.
- Gloucester's combination of numerous retail businesses, best-in-state medical facilities and unlimited outdoor recreational activities, attracts thousands of customers daily from the surrounding counties of the Middle Peninsula.

Education

Gloucester County provides the opportunity for all of its citizens to have a quality education.

- The collaborative relationship between the Board of Supervisors, School Board, and citizens ensures the availability of a superior lifetime education for everyone.

- The County offers quality education in academic, technical, vocational and life skills.
- Gloucester high school graduates are well-prepared for either workforce entry or continuing on to a higher education.

Infrastructure

Gloucester County has efficient and strategically placed roads, water, sewer, broadband, and natural gas that supports desired business growth and a high quality of life.

- Universal broadband access provides citizens with an opportunity to work where they live and supports the growth of home-based entrepreneurs.
- A Second Crossing over the York River provides easy access for customers and tourists in the Williamsburg area to the shops and attractions of Gloucester County.
- Cooperative efforts with VDOT and regional agencies have provided Gloucester with an expanded transportation infrastructure, including well-maintained rural roads and numerous bicycle paths, pedestrian walkways, and alternative transportation options.

Human Services

Gloucester County, through a combination of government, commercial and volunteer programs, ensures that the needs of its citizens – children, adults and the elderly – are met.

- Several adult community centers provide the opportunity for Gloucester citizens to age in place, to be cared for locally near their homes and families.
- Continued investment in Gloucester facilities results in Walter Reed Hospital becoming the Middle Peninsula Regional Medical Center, providing world-class health care to all the residents of the Middle Peninsula.
- The combination of numerous, active charitable organizations, the inherent, giving spirit of the Gloucester citizens, and supplemental assistance from state and local government, ensures that our most needy citizens - the homeless, indigent, disabled – are never alone and never without help.

Housing and Land Use

Gloucester County maintains its essential character as a rural county while offering diverse housing opportunities that include a range of multi-family and single family homes that meet the needs of singles and families of all ages and incomes.

Natural and Recreational Resources

Gloucester County is unique among its peers because of the abundance and diversity of its natural resources, including clean protected waterways, forested landscapes, wildlife, and the longest coastline in the state of Virginia.

- An expansive and well-maintained park system provides numerous recreational opportunities for Gloucester citizens and visitors, including sports venues, hiking, hunting, boating and fishing.
- Active protection and conservation measures ensure a healthy ecosystem that will attract new residents and businesses, as well as enhance tourism.
- Well-equipped marinas and boat ramps throughout the County ensure recreational boaters easy access to Gloucester's numerous waterways and the Chesapeake Bay.
- Gloucester's Werowocomoco National Park attracts thousands of visitors annually to the premier Native American historical site on the East Coast.

Governance

Gloucester County focuses on finding and implementing the leanest form of government to minimize impediments to economic development and take advantage of collaborative processes, shared services, and other cost effective measures for the maximum benefit of its citizens.

- Taxes are maintained at the lowest practical levels that still provide essential, quality services.
- Gloucester County has a transparent, responsive, and forward-thinking government that encourages an informed and participatory citizenry.

Gloucester County, Virginia
External Community Agency Funding Application
for the Fiscal Year 2018 (July 01, 2017 - June 30, 2018)

<u>Organizational Name</u>	<u>Address</u>	<u>Phone</u>

<u>Officers' Names</u>	<u>Titles</u>	<u>Phone</u>

<u>Agency Contact Name & Title</u>	<u>Address</u>	<u>Phone</u>	<u>E-mail</u>

<u>External Auditor</u>	<u>Address</u>	<u>Phone</u>

Category of Service:

- | | | |
|--|--|---|
| <input type="checkbox"/> Arts & Cultural | <input type="checkbox"/> Crisis Intervention | <input type="checkbox"/> Education/Literacy |
| <input type="checkbox"/> Econ. Development/Business Assistance | <input type="checkbox"/> Housing/Homeless | <input type="checkbox"/> Senior Services |
| <input type="checkbox"/> Services to Disabled | <input type="checkbox"/> Youth/Children's Services | <input type="checkbox"/> Other (Describe) |

Other Describe:

Funded services will be provided: Regionally in Gloucester County

Duration of Support: One-time support 2-3 years Ongoing

Organization's fiscal year (e.g., July 1 – June 30)

Number of Clients Served:

<u>Period</u>	<u>Total Clients Served</u>	<u># of Gloucester County Residents Served</u>
July 01, 2015 - June 30, 2016		
July 01, 2014 - June 30, 2015		
July 01, 2013 - June 30, 2014		

Agency's Total Operating Budget: \$

FY2018 Funding Request from Gloucester County: \$

Gloucester County, Virginia
External Community Agency Funding Application, continued

If additional space is needed, please add a word document with reference to the question for continuation. Be sure to answer all questions completely. Referencing other document(s) as a complete answer will not be acceptable. Additional copies of this document are available at <http://gloucesterva.info/Finance>.

Please define your organization's mission:

Please provide a description of the programs and/or scope of services you offer or intend to offer the citizens of Gloucester County.

Define your objectives, service targets, and action plan and how that relates to helps advance the County's Vision Statement for 2035 and its 7 priorities (copy attached) for this application's funding period (July 01, 2017 - June 30, 2018). Include current and new programs and initiatives, and target dates for new services.

Please provide a detailed breakdown of how the funds requested from Gloucester County will be used.

If you received Gloucester County funding in the past year, how were those funds used?

If your request for FY2018 is larger than your approved funding for FY2017, please explain the reason for the requested increase.

What other matching funds are you requesting in addition to this request of Gloucester (e.g. other localities, private donations, state funds, etc.)?

What are the organization's three-to five-year goals and objectives and the structure you have in place to achieve them?

What will be the impact on your organization and on Gloucester County citizens if funding is denied or is less than requested?

Gloucester County, Virginia
External Community Agency Funding Application

Checklist

Please be sure to include one copy of the following in your application packet:

- Application forms
- 501(c)3 or other designation as a not-for-profit organization as defined by Internal Revenue Code
- Articles of Incorporation
- By-laws
- Current Board of Directors
- Current Operating Budget
- Audited financial statements for the most recent year available. In addition, you must provide the County with a copy of audited financial statements for the year in which the award was received within 9 months of the close of that fiscal year to stinsley@gloucesterva.info The audit report must include an opinion on the effectiveness of your organization's system of internal controls and on compliance with your organization's by-laws and with applicable laws, rules, and regulations; yellow book audit standard text is sufficient.