



NEW HANOVER COUNTY

FINANCE

230 Government Center Drive, Suite 165, Wilmington, NC 28403

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FY19-20 NON-COUNTY AGENCY FUNDING APPLICATION INSTRUCTIONS

- 1. Eligibility:** Nonprofits with 501(c)(3) or 501(c)(6) status and governmental entities are generally eligible to apply for non-county agency funding. For specific eligibility requirements, please refer to the Non-County Agency Funding Policy available online:
<https://finance.nhcgov.com/wp-content/uploads/2018/08/Non-County-Agency-Funding-Policy.pdf>
- 2. Required Documents:** A complete submission must be comprised of the following documentation:
 - ✓ Completed funding application submitted in the original Adobe Acrobat template
 - ✓ IRS Tax Exempt Letter (501(c)(3), 501(c)(6)) for nonprofit or enabling legislation for governmental entity
 - ✓ Most recent IRS 990, 990-EZ, or 990N form
 - ✓ NC Solicitation License or Exemption Letter
 - ✓ Articles of Incorporation
 - ✓ Board of Directors roster
 - ✓ Agency organizational chartAny application packages with missing or incomplete documents will not be eligible for funding consideration. Attach all of the required documents to the email with your completed application.
- 3. Brochures and Other Marketing Materials:** Materials such as marketing brochures or pamphlets will **not** be accepted with the application package. If such materials are submitted, they will not be taken under consideration when reviewing the applications for funding consideration.
- 4. Formatting of Application:** The application must be completed in the original Adobe Acrobat template posted on the New Hanover County Finance website. The application must be completed using Calibri 11-point font, which is the default setting in the application template. Applications with an altered font will not be accepted. Responses to the application questions should be **brief** and in bullet-point format. The only exception is the Agency Overview, which does not require bullet points.
- 5. Application Training Materials:** For assistance in completing each of the sections of this application, training materials are available on the New Hanover County website:
<https://finance.nhcgov.com/budget/non-county-agency-funding>.
- 6. Evaluation Criteria:** Applications will be reviewed by the [Non-County Agency Funding Committee](#) using the criteria contained in the application Scoring Rubric. While the Scoring Rubric is subject to minor modifications, the current rubric can be viewed online:
https://finance.nhcgov.com/wp-content/uploads/2018/05/Scoring-Rubric_Final.pdf
One of the key evaluation criteria is the alignment of the funding proposal with the New Hanover County strategy. For further information about this strategy, please refer to the 2018-2023 Strategic Plan available online:
<https://www.nhcgov.com/administration/budget/2018-2023-strategic-plan>
- 7. Submission of Application Package:** Completed applications must be submitted via email to budget@nhcgov.com by clicking on the “email” button at the bottom of page 7. **Please be sure to write “confidential” in the subject line of your email, and attach all of the required documents in item #2 above with your completed application.**