

**City of Raleigh**  
**Other Outside Agency**  
**Funding Request Guidelines**

**Other Outside Agency Eligibility**

Before applying through any of the City of Raleigh grant processes, organizations must first review and confirm all general eligibility criteria (located on the City of Raleigh grants opportunities website) are met.

*Note: Agencies that qualify for arts, human services and/or community enhancement grants may apply through the Other Outside Agency category, but for capital-related funding only.*

An organization is ineligible for Other Outside Agency grants if:

- It has undesignated cash reserves, exclusive of assets listed in parentheses (endowment, capital improvement, and other restricted funds and donated works of art) in excess of one year's operating expenses; or
- It has budgeted a deficit in the fiscal year for which funds are requested. (In the case of an accumulated standing deficit, the organization must submit a feasible plan for eliminating the deficit with its application.)

**Submitting a Grant Application and Supplementary Information**

The deadline for submitting grant application packets is **Friday, January 13, 2017 at 4 p.m.** The application can be accessed from the City of Raleigh grants opportunities web page and must be filled out and submitted online. Applications must be complete and accurate.

In addition to submitting the grant application, an organization should include all of the following:

- Annual audit\* (funding request of \$25,000 or more) or board-approved financial statement (funding request of less than \$25,000)
- List of board members (roster, appointment process, attendance records, meeting schedule)
- 501(c)3 or 501(c)6 letter
- Scope of Work for requested grant funding

## **City of Raleigh Contact Information**

If you have questions about the Other Outside Agency application or any information included in this document, please contact Kirsten Larson at [Kirsten.Larson@raleighnc.gov](mailto:Kirsten.Larson@raleighnc.gov) or 919-996-4276; or Nancy Crouse at [Nancy.Crouse@raleighnc.gov](mailto:Nancy.Crouse@raleighnc.gov) or 919-996-4270.

*\*Additional information regarding audits can be found at the end of this document.*

## **Assistance in Filling Out Application**

Information below is provided to assist an agency in filling out the Other Outside Agency application.

### **Section 1. Identifying Information**

This section requests basic information on the organization including the organization name, program/project name (for which the organization is requesting funding), amount of funding requested and contact information.

### **Section 2. Organizational Overview and Mission Statement**

This section requests an overview of the organization including the organization's mission statement. Organizations that do not have an existing mission statement should not create a separate statement for purposes of this application.

### **Section 3. Funding and Background Information**

This section requests specific information including a description the program/project for which the funding will be used. Organizations should describe the value to the community and the need for City funding.

### **Section 4. Association with City Strategic Plan and Measurable Results**

The section requests the organization describe how their program/project aligns with one or more of the Key Focus Areas (KFAs) of the City's Strategic Plan. Organizations should refer to the [City's website](#) to review objectives for each KFAs which will help in determining alignment, if there is any. (Once on the Strategic Plan webpage, click on the KFA to view the objectives for that KFA.) Also, organizations must provide program goals, activities and results.

Stated Program Goals should explain what the program is trying to achieve/accomplish.

Program Activities should outline major activities and strategies the organization plans to implement to accomplish its program goals.

Anticipated Results should outline what the organization foresees for FY18 in terms of anticipated measureable achievement of goals.

*Please Note:* If your organization received funding with the FY17 budget process, please provide the same goals and include the actual-results-to-date.

## **Section 5. Agency and Program Budget Details**

The first two tables of this section capture both total budget and specific program expenditure budget information. The organization's total budget information is noted in the first three columns (*previous completed year actuals, current year agency budget, project budget*). Organizations may provide several services – *all services* should be included in these columns, even if the organization is only requesting funding for a specific service or program. In column 4 of the first two tables, organizations must provide budget details specific to the service or program for which City funding is requested.

Total organization revenue information (previous completed year actuals, current year agency budget, project budget) is captured in the total revenue table in this section.

Specific revenue amounts received from Wake County are required in the final table in this section.

### **Funding Request Review Process**

Other Outside Agency funding requests are subject to a multiple review process:

- The City's Budget & Management Services Department and Grants Committee reviews grant applications for general eligibility compliance and financial condition. A summary of all Other Outside Agencies funding requests is provided to the City Council as part of their budget work sessions.
- The City's Budget & Management Services Department works with the City Manager's Office to review city-wide revenue levels and funding requests from city departments and non-profit agencies.
- The City Manager presents the recommended budget to the City Council in May. The City Council votes on the budget recommendation before July 1. All non-profit funding requests for City funding must be approved by the City Council.

- The City’s Budget & Management Services Department notifies non-profit agencies approved through the Other Outside Agency process of the City Council’s decisions. Contract and reporting requirements (outlined below) are required for all Other Outside Agency grant recipients. The city department responsible for oversight of an Other Outside Agency’s contract is dependent on the program or services provided by the Other Outside Agency. Once the Other Outside Agency grants are awarded and the department oversight is determined, the Other Outside Agency will be contacted.

**Other Outside Agency Timeline**

- October - The City of Raleigh’s grants opportunities webpage is updated with the upcoming fiscal year’s application for all grants including Other Outside Agency grants. The application and due date information can be found on the City of Raleigh website.
- Mid-January - Other Outside Agency funding request applications are due to the City’s Budget & Management Services Department.
- February – Other Outside Agency funding requests are summarized and presented to City Council at a budget work session.
- March / April - Other Outside Agency follow-up information provided to City Council, if requested.
- June - City Council votes on the budget. Upon budget approval, Other Outside Agencies are contacted by the department overseeing the organization’s contract and reporting requirements.

**Requirements of Other Outside Agency if City Funding is Approved**

The following sections outline the requirements of an Other Outside Agency should funding be awarded. The contractual arrangement between the City and the Other Outside Agency will outline the specifics regarding reporting and financial requirements.

**Contract**

The City of Raleigh is contracting with agencies for the scope of work identified in the application. When funding is approved, a contract is sent to the agency specifying the terms and conditions of funding, procedures for payment of funds, reporting, monitoring and evaluation requirements and a detailed schedule of services to be provided. The applicant must sign and return the contract signifying agreement to the terms and conditions. No major changes can then occur, either in activities, financing or use of funds, without requesting and receiving approval in writing from the City of Raleigh.

**Contractual Requirements:**

- Assurance of compliance with the City’s nondiscrimination policy
- Assurance of adherence to generally accepted accounting principles
- Specified City credit inserted into all print and electronic marketing materials
- Conflict of interest policy

**Payment**

Payments are made quarterly on a reimbursement basis only. According to the fiscal requirements established by the City of Raleigh, all payments must be requested in writing and with verification of expenditures.

**Reporting Requirements**

Related to the agency’s scope of services, Other Outside Agencies contracted to receive funding from the City are required to provide performance data actuals based on the stated goals and activities provided in the application on bi-annual basis. An update of the “Measurable Results – Program Goals” table is due at the following times in the fiscal year:

1. Mid-way through the project, or by January 15.
2. Thirty days after the completion of the project, or by July 31.

**Audit Requirements**

For Grants of \$25,000 or more: Grant recipients must submit two original, bound copies of their annual audit report with their grant application. The fiscal year must be inclusive of the grant award and the audit must be conducted by a certified public accountant licensed in North Carolina. Each audit report must be accompanied by a management letter, if one has been prepared by the auditor, and a copy of the agency’s final budget for the fiscal year.

For Grants of less than \$25,000: An audit is recommended but not required by the City. If a grant recipient does receive an audit, however, two original, bound copies of the audit inclusive of the grant award, two copies of the agency’s final budget for the fiscal year, and any management letter should be submitted with the grant application.

The City, at its discretion, may require an examination of any agency’s financial records by the City Controller’s Office or any City of Raleigh designee.