

ROCKBRIDGE COUNTY FUNDING REQUEST POLICY

The Rockbridge County Board of Supervisors is responsible for examining request for county funds. They must anticipate revenue needs and make decisions about program priorities and service levels. The Board must oversee fund expenditures and monitor progress toward achieving the County's goals and priorities as expressed in the County's budget.

To aid the Board in exercising its responsibilities and accomplishing its goals, they hereby establish the following guidelines for organizations requesting contributions from the County:

Request Timing:

The Board requires funding request in the budget process. Applicants shall submit these requests by the time indicated in the budget schedule. Request submitted late or new request received after March 15 will be considered for funding no earlier than the August. Request may be considered for immediate funding should the applicant and Board deem the request an emergency or immediate need.

Eligible Organizations.

To be eligible for County funding, organization must meet the following criteria:

- be a charitable or non-profit organization, officially organized as such under State and/or Federal tax laws, or a formally organized civic or community group as set forth in VA Code 15.2-953;
- provide a public good or service to the County government and/or its citizens;
- provide such goods or services without discrimination because of race, creed, color, national origin, or religion.

Financial Accountability

Any organization requesting funds must give the following information with their funding request:

- a written statement explaining the planned use of funds, including goals and milestones;
- a copy of the organization's charter and tax exempt documentation (if appropriate);
- a list of the names of the organization's board of directors and/or officers;
- the name of individual(s) authorized to expend the requested funds;

In addition, organizations requesting funds must submit the following financial statements, depending on the size of the funds request:

- up to \$5000 - the organization's current budget with all revenue and expenditures, a copy of the most recent annual financial records audit. Such audit may be by any individual belonging to the organization or independent of it, but the auditor must sign such audits;
- \$5001 - \$15,000 - the organization's current budget with all revenue and expenditures, and a copy of the most recent annual financial records audit. Such audit must be by an individual independent of the organization and signed by the auditor.
- More than \$15,000 - the organization's current budget with all revenue and expenditures, a copy of the most recent annual financial records audits. Such audits must be by a certified public account independent of the organization and signed by the auditor.

Follow-up Accountability

Upon completing the expenditure plan, or no later than the end of the County fiscal year, each organization receiving County funding must report, in writing, the progress made in achieving the goals provided with the fund request.