

OKALOOSA COUNTY BOARD OF COUNTY COMMISSION
NON-PROFIT FUNDING POLICY

SECTION 1. PURPOSE

The purpose of this Non-Profit Funding Policy (the “Policy”) is to ensure that Okaloosa County is fiscally responsible in the allocation of county funds to non-profit organizations and to ensure that the award and use of such funds are adequately documented. This Policy creates a uniform procedure for the submission, review, approval and accounting of funding requests to the County from non-profit organizations (the “Agency”).

SECTION 2. ELIGIBILITY CRITERIA

- A. Agencies must be non-profit, incorporated under the State of Florida, and have been so for a minimum of one (1) year prior to date of application.
- B. Agency services must be available to all residents in Okaloosa County who meet the eligibility requirements of the Agency. Services offered by the agency/program must not be restrictive with regard to race, sex, age, religion, disability, or any other classification that would be prohibited by law.
- C. Funding requests must specifically describe how the agency program impacts the health, economic, or social well-being of the clients served and how such program serves a public purpose.
- D. Funding requests must also include performance measures establishing how they impact the health, economic, and/or social well-being of the clients served and how they serve a public purpose.
- E. Agencies must make all documentation relating to the program(s), including financial information, available to the County and must permit onsite visits by representatives designated by the Board of County Commissioners.
- F. Funds may not be used for any purpose prohibited by law.

SECTION 3. PROCEDURES

- A. APPLICATION. Agencies interested in requesting funding shall submit a “Non-Profit Funding Request Application” to the County Administrator’s Office along with supporting documentation necessary to establish that the use of the funds are consistent

with this Policy and any and all applicable county, state and federal rules, laws and regulations.

- B. REVIEW. Upon receipt, the County Administrator or his designee will review each application to ensure receipt of all data, such as financial statements, IRS tax forms, and that the Agency meets the eligibility criteria set forth above.
- C. APPROVAL. Applications that meet the eligibility criteria will be submitted to the Board of County Commissioners for consideration.
- D. ACCOUNTING/REPORTING. For funding up to \$10,000, the Agency shall provide an affidavit which states that the funds will be used to reimburse the Agency for expenses incurred in accordance with the Policy, the Application and all applicable county, state and federal rules, laws and regulations. For funding above \$10,000, the Agency shall provide an accounting of those funds along with receipts and documentation which establishes that the funds were expended in conformity with this Policy, the Application and all applicable county, state and federal rules, laws and regulations. Any Agency which receives funding under this Policy may be subject to an audit by the Board of County Commissioners or its designee.