



# HENDERSON COUNTY

## NON-PROFIT AGENCY FUNDING APPLICATION INSTRUCTIONS

*FISCAL YEAR 2013*

### **General Instructions**

The Non-Profit Agency Funding Application is formatted in Microsoft Excel. Please follow the instructions below for submitting an application:

1. Download the application from the e-mail attachment.
2. Complete the application following the instructions provided below.
3. Upon completion of the application, save the file to your hard drive.
4. Please submit one (1) electronic copy to [brantley@hendersoncountync.org](mailto:brantley@hendersoncountync.org)
5. Please submit one (1) original hard copy, with the necessary signatures, mailed to:  
Amy Brantley  
Research and Budget Analyst  
1 Historic Courthouse Square, Suite #2  
Hendersonville, NC 28792

All applications submitted by the deadline and determined to be complete will be considered as submitted. All sections of the three (3) page application must be complete in order to receive consideration.

**Applications are due by 5:00 pm, Wednesday, February 29, 2012.**

### **Section Instructions**

#### **Section I – Organizational Information**

- Please provide contact information for the organization.
- If the request is for a specific program within your agency, indicate the program name.

#### **Section II – Service Summary**

- The questions in the Service Summary section help County Staff and the Board of Commissioners to determine how the requested funding will be utilized. Answers should be limited to the space provided if possible. Attachments may be submitted, but should not exceed one page per question. Please do not submit brochures. Do not staple any documentation to be included with the application.

You may contact Amy Brantley, Research and Budget Analyst, at 828.697.4809 or [brantley@hendersoncountync.org](mailto:brantley@hendersoncountync.org) should you have questions regarding this, or any other section of the application.

### **Section III – Performance Measurement**

- Within the space provided, **clearly** list and describe the objectives of the service. **Please ensure each objective is quantifiable and measurable.**
- Please list the key activities that will be provided to accomplish the service goals.
- Please list all service outputs. This should include, but is not limited to, the number of clients directly impacted by the service.
- Identify and describe three to four measurable outcomes. These will focus on the impact, effectiveness, efficiency and/or productivity of the service.

### **Section IV – Budget Details**

- Section IV asks for specific budgetary information regarding the organization requesting County funding. Please provide revenue figures for Fiscal Year 2010 – 2011 and 2011 – 2012, as well as the request being proposed for Fiscal Year 2012 – 2013. Please specify any “other” revenue in the space provided. Likewise, please provide expense budgets for your organization for Fiscal Year 2010 – 2011 and 2011 – 2012, as well as the request being proposed for Fiscal Year 2012 – 2013. Note that the total revenue and total expenses calculate automatically based on the amounts entered for each line.

### **Contracts**

- All non-profits receiving funding from County Government must enter into a Performance Agreement with Henderson County for the fiscal year. By signing the Non-Profit Agency Funding Application, the agency agrees to execute the Performance Agreement which will be provided to the agency following adoption of the budget by the Board of Commissioners.