

RESOLUTION 2023 - 02


RESOLUTION ADOPTING FUNDING GUIDELINES


WHEREAS, the Jay County Commissioners receive multiple requests for funds from various non-profit organizations and local units of government utilizing EDIT funds, solar farm funds, or other discretionary funds; and,


WHEREAS, the Jay County Commissioners believe that there should be a standard application process for the use of said funds outlining the information the Commissioners will need in order to determine the appropriateness of said requests.

NOW, THEREFORE, BE IT RESOLVED BY THE JAY COMMISSIONERS that when the Jay County Commissioners adopt the “Guidelines for Requesting Funds from Jay County”, attached hereto and incorporated by reference herein, and direct all such organizations applying for funds from Jay County to abide by and follow the guidelines and application process outlined therein.

Dated this 13 day of February, 2023.



Chad Aker


Rex Jounay


Brian McGalliard

Attest:



Emily Franks, Jay County Auditor

Guidelines for Requesting of Funds from Jay County

Anyone requesting funds from, but not limited to, EDIT, wind or solar farm monies or are submitting claims to be paid by these funds that have not been approved for the current year by the current Commissioners, must complete this application.

THE FOLLOWING ARE EXCLUDED FROM CONSIDERATION:

- Organizations for religious or sectarian purposes
- Make-up of operating deficits, post-event or after-the-fact situations
- Endowment or campaigns
- For any propaganda, political or otherwise, attempting to influence legislation or intervene in any political affairs or campaigns

HOW TO APPLY:

- Completed applications must be typewritten in 10 to 12 point font. Handwritten applications will not be accepted. Please use a font that is easy to read (Times New Roman, Universe, Arial). **Electronic application forms are available.**
- Applications that do not contain all of the requested information may not be considered. If requested information is not available, an explanation is required.
- Applicants are encouraged to contact the Auditor's office or a County Commissioner with questions or if assistance is needed.

PROPOSALS SHOULD INCLUDE:

- **Completed TYPED application. Handwritten applications will not be accepted**
- **Copy of IRS determination letter confirming 501 (c) tax-exempt status (if not already on file with the County of Jay, if applicable).**
- **Most recent financial statement, including budget and year-to-date income & expenses**
- **Board of Director's list, if applicable**

SUBMITTING THE APPLICATION:

- Applications must be received in the Auditor's office at the Jay County Courthouse 120 North Court St. Suite202, Portland, IN 47371

For more information, contact Emily Franks, Auditor, at 260-726-6937

APPLICATION REVIEW:

- All applications are reviewed by Jay County Commissioners for completeness and to insure they fit within the general guidelines.
- All applications are then reviewed by the Board of Commissioners and awarded in a timely manner.

AWARDS:

The Board of Commissioners will review and vote on funding applications at regular scheduled meetings, you will be asked to attend to answer any questions involving said request.

EVALUATION:

All grantees will be expected to submit a report when the funded project is completed. Guidelines for this report will be included with your funding. You will not be eligible to receive additional funds from Jay County until this evaluation is received.

Guidelines for Requesting of Funds from Jay County

(Please type. Handwritten applications will not be accepted)

GENERAL INFORMATION

Name of Organization:

Contact Person & Title:

Organization Mailing Address:

City, State, Zip:

Telephone:

Fax:

E-mail:

Tax exempt status and incorporation date, if applicable:

Amount requested \$ _____ Total cost of project \$ _____

Percent of total project _____%

1) Brief statement summarizing the mission, objectives and primary purpose of the organization:

PROJECT INFORMATION:

2) Brief summary stating the purpose of the proposed project or program including the target population and need it will help meet.

3) Objectives of the project/program, expected outcomes and how the progress will be measured and evaluated.

4) Project/program timeline and/or the time period the funds will cover.

SUMMARY OF HOW THIS PROJECT WILL BE FINANCED

How the project money will be spent: Please attach purchase estimates and/or project bids.

Item	Amount	% of Total Project
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

<u>Total Budget of Project</u>	_____	<u>100%</u>
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Source of Funds	Amount	Pending/Committed
<u>Your organization's contributions</u>	_____	_____
<u>Public contributions or donations</u>	_____	_____
<u>Loans</u>	_____	_____
<u>Other Sources (please specify)</u>	_____	_____
_____	_____	_____
<u>Jay County Commissioners</u>	_____	<u> Pending </u>
_____	_____	_____

<u>Total Budget of Project</u>	_____
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In addition to completing the financial information requested, please attach your organization's most recent completed financial statements and the current annual budget, which also reflects year-to-date income and expenses.

Have you been refused any funding for this request? ____Yes ____No If yes, please explain.

5) If this is an ongoing project, how will it be funded in the future?

If this is a one-time purchase, how will maintenance of the purchased items, if applicable, be funded?

6) If the Commissioners are unable to grant your full request, will partial funding prevent completion of the project? What changes, if any, will be made to the project in the event of partial funding? Are there other potential sources of income?

FINANCIAL SUMMARY

Fiscal Year: _____ to _____

Checking Balance _____ Savings Balance _____

Your Organizations Endowment Funds _____

CD/ Investment Balance _____

Explanation of any unusual expenses so far this year:

Approximately how many individual donors do you have on a yearly basis? _____

What percentage of your total income is in the form of individual contributions? _____

7) Identify person(s) staffing this project/program and their qualifications.

8) Plan to publicly acknowledge Jay County if awarded funding.

To be signed by the organization's board president and by the individual to whom questions and correspondence may be addressed regarding this application:

Board President (or equivalent)	Date
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Contact person	Title	Date
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GRANT APPLICATION ATTACHMENTS: Please initial each item

- [] Copy of IRS determination letter confirming the organization's 501 (c) tax-exempt status, if not already on file at the Foundation office
- [] Copy of the organization's most recent completed financial statement, including the organizational budget and year-to-date income & expenses
- [] Completed financial page of application including income & expenses for this project/program
- [] Board of Director's list identifying officers and members professional affiliations and length of terms
- [] Signature/date of Board President and project/program contact person
- [] Explanation why any of the above is not included

