

# MACON COUNTY COMMUNITY FUNDING POOL (CFP)

FUNDING YEAR 2021-2022 APPLICATION



**APPLICATION SUBMISSION DEADLINE:**

**5:00 P.M. MONDAY, FEBRUARY 28, 2022**

**APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE SCORED**

Questions:

Karen Wallace – (828) 524-3600 or [kwallace@fontanalib.org](mailto:kwallace@fontanalib.org)

Bobbie Contino – (828) 342-7872 or [arts4all@dnet.net](mailto:arts4all@dnet.net)

## ORGANIZATION INFORMATION

Organization's Legal Name and DBA: \_\_\_\_\_

Primary Contact's Name and Title: \_\_\_\_\_

Organization's Full Mailing Address: \_\_\_\_\_

Primary Telephone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Year Founded: \_\_\_\_\_ Federal ID # \_\_\_\_\_

Mission Statement: \_\_\_\_\_

If Not a Tax-Exempt 501(c)(3), Fiscal Agent Organization's Name and DBA: \_\_\_\_\_

Fiscal Agent's Federal ID # \_\_\_\_\_

If Collaborative Effort, Name(s) of Partner Organization(s): \_\_\_\_\_

Partner Organization's Federal ID# \_\_\_\_\_

Is this request project specific or operational support (please check one)?  Yes  No

***Certification:*** *The information contained herein is accurate and complete to the best of my knowledge. I pledge that my organization will abide by the CFP Committee's recommendations, and will not make a separate appeal to any member of the Macon County Board of Commissioners to request funding. Additionally, by completing this application you fully acknowledge on behalf of your organization that the CFP Committee's recommendation to the Board of Commissioners is ONLY a recommendation and NOT a guarantee that your organization will receive funding.*

Authorizing Official's Signature \_\_\_\_\_ Date \_\_\_\_\_

**BUDGET NARRATIVE**

Has your organization received CFP funds in the past?       YES       NO

Has your organization received other funding or in-kind service from Macon County in the past?       YES       NO

If YES to either, please provide the most recent year funded or having received in-kind service, type of in-kind service, and amount of in-kind:

If your CFP request is will be used to leverage resources or match funds from other funding sources, list sources and amounts:

SOURCE	MATCH AMOUNT

CFP Funding Project Category:

Arts/Culture     
 Education     
 Environment     
 Health     
 Human Services

Other (Describe \_\_\_\_\_ )

**THE FOLLOWING THREE QUESTIONS REQUIRE RESPONSES. GRANTS WITHOUT REQUIRED INFORMATION WILL NOT BE CONSIDERED.**

**1. WHAT POPULATION WILL THIS GRANT PROJECT SERVE? (ELABORATE ON HOW PROJECT/SERVICE SPECIFICALLY ADDRESSES POPULATION DIVERSITY)**

**2. WHAT ARE THE GOALS/OBJECTIVES OF THIS PROJECT?**

**3. HOW WILL THIS PROJECT/SERVICE IMPROVE THE LIFE OF MACON COUNTY RESIDENTS? (ELABORATE ON HOW BUDGETED LINE ITEMS ARE NEEDED TO ADDRESS THE PROJECT/SERVICE)**

*END APPLICATION*

## INSTRUCTIONS FOR COMPLETING MACON COUNTY COMMUNITY FUNDING POOL (CFP) APPLICATION

- Non-profit organizations applying for CFP funds must complete each section of the application form, answering all questions in the space provided. CFP committee recommendations are based on information from the application form and required attachments.
- **IMPORTANT: The separate Program/Project Budget document MUST BE completed for application consideration.**
- Submit optional attachments ONLY to expand on information entered on the application form.

First-time applicants should contact one of the team members below to discuss their proposal before applying:

Karen Wallace – (828) 524-3600 or [kwallace@fontanalib.org](mailto:kwallace@fontanalib.org)

Bobbie Contino – (828) 342-7872 or [arts4all@dnet.net](mailto:arts4all@dnet.net)

Your application **WILL NOT BE CONSIDERED** without these attachments:

- Organization's most recently ended fiscal year federal tax form 990, pages 1-4, or evidence of filing other 990 category form
- 501(c)(3) tax exempt letter
- Organization's FY 2021- 2022 income and expense statement
- FY 2021-2022 operational budget
- Program/Project budget
- Statement of organization's goals, objectives, and programming
- Program brochure (if available)
- Board / Staff composition and/or organizational chart
- In the case of a fiscal agency arrangement – a confirmation letter from the 501(c)(3) agency
- In the case of a collaborative proposal – letter(s) of agreement signed by the authorizing officials for each partner agency

Requests are judged on these criteria:

- Program or service addresses a valid need in Macon County;
- Project or service benefits Macon County residents in a meaningful way;
- Number and diversity of people served through the project or service;
- Organization's capacity to respond in a cost-effective way to a community need;
- Goals and objectives of the project or service are clear and realistic; and
- Organization demonstrates its ability to leverage resources by receiving a CFP grant.

If your organization receives CFP funds, you must meet these requirements:

- Accountability - Adherence to the budget as outlined on this form and be prepared to document all project expenses;
- Reporting – Submission of a **final report** with a detailed project description and an itemized income and expense report (form will be provided); and
- Special Compliance Provisions: CFP-funded agencies must comply with equal opportunity hiring and personnel practice, reasonable accommodation with all laws and regulations regarding the Americans with Disabilities Act, and all other applicable laws.

Completed applications may be mailed or hand-delivered to:

- CFP Committee c/o Macon County Public Library 149 Siler Farm Rd. Franklin, NC 28734
- CFP Committee c/o Hudson Library 554 Main St. Highlands, NC 28741
- CFP Committee c/o Nantahala Community Library 128 Nantahala School Rd. Topton, NC 28781

**CFP FY 2022 STANDARD ORGANIZATION BUDGET – ALL APPLICANTS MUST COMPLETE THIS FORM. NO OTHER BUDGET FORMS WILL BE ACCEPTED.**

Organization's Name: \_\_\_\_\_

Organization's Current Fiscal Year End Date: \_\_\_\_\_

*For your current fiscal year, please list projected income and budgeted expenses for your overall organization.*

**ORGANIZATIONAL INCOME**

Source	Amount	Explanatory Notes - Please indicate whether items are pending, committed and/or restricted.
Government grants		
Foundations		
Corporations		
Individual donors		
Membership income		
Investment income		
Earned income		
Other (specify)		
<b>Total Income</b>	\$ -	

**ORGANIZATIONAL EXPENSES**

Item	Amount	Explanatory Notes (Optional)
Salaries and wages		
<i>Number of paid staff (full-time)</i>		
<i>Number of paid staff (part-time)</i>		
Insurance, benefits, and payroll taxes		
Fees for services (non-employees)		
Advertising and promotion		
Office expenses		
Information technology		
Occupancy, including rent & utilities		
Travel		
Conferences, conventions & meetings		
Interest		
Depreciation, depletion & amortization		
Insurance		
Other (specify)		
<b>Total Expenses</b>	\$ -	
<b>Budgeted surplus (income minus expenses)</b>	\$ -	



