

Outside Agency Application Checklist

Orange County Town of Carrboro Town of Chapel Hill

COMPLETED APPLICATIONS ARE DUE FRIDAY, JANUARY 23, 2015, BY 5PM.

To allow your request priority consideration, please ensure your application package contains all the required information. The summary checklist below is provided for your convenience. Contact information for each jurisdiction can be found at the end of this checklist.

A) FUNDING APPLICATION

List of Completed Application Materials

- _____ Funding Application Cover Page
 - _____ Signature of the Executive Director and Board Chair or designee

- _____ Section I Agency and Program Overview
- _____ Section II Program Results
- _____ Section III Program Budget
- _____ Section IV Program Statistics and Cost
- _____ Section V Program Beneficiary Demographics
- _____ Section VI Comparative Budget
- _____ Section VII Schedule of Positions

E-Mail Submittal of Completed Agency Applications

Agencies must email completed applications to both Towns and the County. A completed application includes Sections I-IV and all supplemental financial forms. Enter “Outside Agency Application FY 15-16 in the email subject line. Please request a read receipt to ensure your email has been delivered.

Additional Town Requirement for Hard Copies

Chapel Hill and Carrboro also require hard copies of the completed application, by U.S. mail or hand-delivery.

- _____ Application Sections I, II, III, IV, V, VI, VII
 - _____ Chapel Hill 1 copy plus 1 original
 - _____ Carrboro 7 copies plus 1 original

B) REQUIRED SUPPLEMENTAL FORMS

Agencies must provide supplemental forms/attachments, via e-mail, to both Towns and the County. Hard copies are not permitted. Please note that the forms/attachment file sizes can be large; if necessary, you may send the files across multiple emails.

LIST OF REQUIRED SUPPLEMENTAL FORMS/ATTACHMENTS

- _____ Federal Tax Identification Number
- _____ Financial Audit (CY 2013 or FY 2013-14)
- _____ IRS Federal Form 990 (2013)
- _____ NC Solicitation License (if exempt, a copy of exemption letter)
- _____ IRS Federal Tax Exemption Letter (letter confirming 501 (c) (3) status)
- _____ Certificate of Liability Insurance (programs and services)
- _____ List of Board of Directors
(including work mail addresses, ethnicity, length of terms, officers)
- _____ Verification that the County 3-R fee has been paid

Note: Exemption explanations should be outlined/bulleted in a single letter, signed by the Executive Director and included with your application materials. Refer to the Application Instructions Guide for more details.

C) APPLICATION DEADLINE

Required Emailed & Hard Copies

Friday, January 23, 2014 by 5:00 PM

Funding Application: Emailed to each jurisdiction. If requesting funds from Chapel Hill you must submit one original and one copy. If requesting funds from the Town of Carrboro you must submit 7 copies and one original.

Supplemental Materials: Emailed to each jurisdiction. Hard copies are not accepted.

D) CONTACT INFORMATION

Town of Carrboro

Attention: Nate Broman-Fulks
Assistant to the Town Manager
Town of Carrboro
Town Hall
301 West Main Street
Carrboro, NC 27510

Phone: (919) 918-7314

Nbroman-fulks@townofcarrboro.org

Town of Chapel Hill

Attention: Jackie Thompson
Town of Chapel Hill
Chapel Hill Police Department
Human Services
828 Martin Luther King, Jr. Blvd
Chapel Hill, NC 27514

Phone: (919) 968-2768

jthompson@townofchapelhill.org

Orange County Government

Allison Chambers
Finance & Administrative Services
*Accepts emailed submissions,
only.

Phone: (919) 245-2153

achambers@orangecountync.gov

Outside Agency Funding Websites:

www.orangecountync.gov/hsa

www.townofchapelhill.org/hsgrants