



FY24-25 NON-COUNTY AGENCY APPLICATION INSTRUCTIONS

1. Eligibility: Nonprofits with 501(c)(3) or 501(c)(6) status and governmental entities are generally eligible to apply for non-county agency funding. For specific eligibility requirements, please refer to the Non-County Agency Funding Process available online at: <https://www.nhcgov.com/294/Non-County-Agency-Funding>.

2. Funding Cap: Funding allotments will not exceed \$50,000. The cap may change depending on the availability of funds and the number of applicants, which vary from year to year.

3. Required Documents: A complete submission must be comprised of the following documentation:

- ✓ Completed Funding Application
- ✓ Non-County Agency Reporting Form
- ✓ IRS Tax Exempt Letter (501(c)(3) or 501(c)(6))
- ✓ 2022 IRS 990, 990-EZ, or 990N, Must be signed.
- ✓ Current up-to-date NC Solicitation License or Exemption Letter
- ✓ Articles of Incorporation
- ✓ Current Board of Directors Roster
- ✓ Agency Organizational Chart

Any application packages with missing or incomplete documents will not be eligible for funding consideration. All of the required documents must be submitted with your completed application by the deadline of Monday, January 8, 2024, at 5:00 pm. Late documents will not be accepted after this date.

4. Brochures and Other Marketing Materials: Materials such as marketing brochures or pamphlets will *not* be accepted with the application package. If such materials are submitted, they will not be taken into consideration when reviewing your funding application.

5. Application: The application must be completed using the app posted on the New Hanover County Finance website. Responses to the application questions should be *brief* and *concise*. There is an entire page named Optional Section if you need more room to answer a question. Please refrain from using any acronyms.

6. Application Training Materials: Please watch the training videos to assist in completing each of the sections of the application, training videos are available on the New Hanover County website at: <https://www.nhcgov.com/294/Non-County-Agency-Funding>.

7. Evaluation Criteria: Applications will be reviewed by the [Non-County Agency Funding Committee](#) using the criteria contained in the application Scoring Rubric. While the Scoring Rubric is subject to minor modifications, the current rubric can be viewed online at: <https://www.nhcgov.com/DocumentCenter/View/4376/FY23-24-Spreadsheet-for-website?bidId=>. One of the key evaluation criteria is the alignment of the funding proposal with New Hanover County strategy. For further information about this strategy, please refer to the 2024-2028 Strategic Plan available online at: <https://www.nhcgov.com/2481/2024-2028-Strategic-Plan>.

8. Items Ineligible for Funding:

The following items **will not** be considered for funding: salaries for positions not directly tied to service delivery, marketing, and pass throughs. In addition, funding requests that directly support program delivery will be prioritized over capital expenditures unless required for program delivery.

9. Submission of Application Package: Completed applications and all of the required documents must be submitted by Monday, January 8, 2024, at 5:00 pm. You will receive a reply to your submission. If you haven't received a reply after 3 days, please reach out to Gwen Hill. Do not resubmit your application until you have contacted Gwen at (910) 500-7894 or ghill@nhcgov.com.

10. Helpful Resources

Nonprofit training classes:

Cape Fear Community College Small Business Center
www.sbc@cfcc.edu

NC Small Business Center
www.ncsbc.net

Quality Enhancement for Nonprofit Organizations
<https://uncw.edu/seahawk-life/get-involved/community/enhancement-nonprofit-organization/>