

**City of Raleigh**  
**Other Outside Agency**  
**Funding Request Guidelines**

Before applying through any of the City of Raleigh grant processes, organizations must first review and confirm all general eligibility criteria (located on the City of Raleigh grants opportunities website) are met.

Per Council policy adopted in July 2018, the following policy changes and improvements are in effect:

1. Sunset Policy: Agencies receive a maximum of three continuous years of funding.
2. Only capital requests will be funded.
3. An agency can be awarded funding in only two City grant categories.
4. An internal City staff committee with 2-year rotating terms will review and score OOA applications and provide recommendations to City Council. A scoring matrix totaling 100 points will be used to evaluate applications. The following table lists the aggregate points available by category in the matrix:

<b>Categories – Scoring Criteria</b>	<b>Possible Points</b>
Project (i.e. description, goals, objectives, scope)	20
Strategic Plan / Performance Measures	30
Fiscal Responsibility	30
Organizational Capacity	20

An organization is ineligible for Other Outside Agency grants if:

- It has undesignated cash reserves, exclusive of assets listed in parentheses (endowment, capital improvement, and other restricted funds and donated works of art) in excess of one year's operating expenses; or
- It has budgeted a deficit in the fiscal year for which funds are requested. (In the case of an accumulated standing deficit, the organization must submit a feasible plan for eliminating the deficit with its application.)

## **Submitting a Grant Application and Supplementary Information**

The deadline for submitting grant application packets is **Friday, January 10, 2020 at 4 p.m.** The application can be accessed from the City of Raleigh grants opportunities web page and must be filled out and submitted online. Applications must be complete and accurate.

In addition to submitting the grant application, an organization must include all of the following:

- Annual audit\* (funding request of \$25,000 or more) or board-approved financial statement (funding request of less than \$25,000)
- Current Board of Directors roster
- 501(c)3 or 501(c)6 letter
- Scope of Work
- Detailed revenue and expense budget for project
- Non-profit letter from the NC Department of Revenue

*\*Additional information regarding audits can be found at the end of this document.*

## **City of Raleigh Contact Information**

If you have questions about the Other Outside Agency application or any information included in this document, please contact Kirsten Larson at [Kirsten.Larson@raleighnc.gov](mailto:Kirsten.Larson@raleighnc.gov) or 919-996-4276.

## **Assistance in Filling Out Application**

Information below is provided to assist an agency in filling out the Other Outside Agency application.

### **Agency Overview**

Provide basic information on the organization including the organization name, project name (for which the organization is requesting funding), amount of funding requested and contact information.

### **Section 1. Project Description**

Provide specific information including a description of the project for which the funding will be used. Outline the project goals and objectives and include a project schedule.

## **Section 2. Association with City Strategic Plan and Measurable Results**

Describe how your project aligns with one Key Focus Area (KFA) of the City's Strategic Plan. Organizations can refer to the [City's website](#) for additional information regarding the Strategic Plan.

Also, within this section, organizations must provide project goals and anticipated results. Stated project goals must explain what will be achieved/accomplished with the project. Anticipated results must outline what the organization foresees in terms of anticipated measurable achievement of goals for the upcoming fiscal year (which begins July 1<sup>st</sup>).

## **Section 3. Fiscal Responsibility**

The first two tables of this section capture total agency expenditures and revenues at a high level. In the last column of both tables is space for the total project budget. While the project budget total would be placed in the "capital" row of the expense table, the column in the revenue table requires more detail. Additional detail regarding the project expenses is captured in the third table. (It is also required the agency attach revenues and expenditures detailed budget with the application.)

If your agency has received grant funding from the City in the past, there is a space to specify the amount(s) for the past three years.

## **Section 4. Organizational Capacity**

Provide a brief overview of your organization and the organization's mission statement. Organizations that do not have an existing mission statement should not create a separate statement for purposes of this application. Organizations should describe coordination and collaboration with other area organizations.

## **Funding Request Review Process**

Other Outside Agency funding requests are subject to a multiple review process:

- City staff review grant applications for general eligibility compliance, completeness and the financial condition of each agency. The applications are then scored by an internal review committee. Recommendations are provided to Council at a budget work session.
- The recommended budget, which includes agency grant funding recommendations, is presented to City Council in May. The City Council votes on the budget recommendations

before July 1. All agency grant funding requests for City funding must be approved by the City Council.

- The City's Budget & Management Services Department notifies agencies approved through the Other Outside Agency process of their funding award. Contract and reporting requirements (outlined below) are required for all Other Outside Agency grant recipients. The city department responsible for oversight of an Other Outside Agency's contract is dependent on the scope of the funded project. Once the Other Outside Agency grants are awarded and the department oversight is determined, the Other Outside Agency will be provided with further instructions.

### **Other Outside Agency Timeline**

- November - The City of Raleigh's grants opportunities webpage is updated with the upcoming fiscal year's application for all grants including Other Outside Agency grants. The application and due date information can be found on the City of Raleigh website.
- January - Other Outside Agency funding request applications are due to the Budget & Management Services Department.
- February through April - Other Outside Agency funding applications are reviewed and scored.
- May – The proposed budget, which includes agency grant recommendations, is presented to City Council.
- June - City Council votes on the budget. Upon budget approval, Other Outside Agencies are contacted by the department overseeing the organization's contract and reporting requirements.

### **Requirements of Other Outside Agency if City Funding is Approved**

The following sections outline the requirements of an Other Outside Agency should funding be awarded. The contractual arrangement between the City and the Other Outside Agency outlines the specifics regarding reporting and financial requirements.

#### **Contract**

The City of Raleigh is contracting with agencies for the scope of work identified in the application. When funding is approved, a contract is sent to the agency specifying the terms and conditions of funding, procedures for payment of funds, reporting, monitoring and evaluation requirements and a detailed schedule of services to be provided. The applicant must sign and return the contract signifying agreement to the terms and conditions. No major

changes can then occur, either in activities, financing or use of funds, without requesting and receiving approval in writing from the City of Raleigh.

**Contractual Requirements:**

- Assurance of compliance with the City's nondiscrimination policy
- Assurance of adherence to generally accepted accounting principles
- Specified City credit inserted into all print and electronic marketing materials
- Conflict of interest policy

**Payment**

Payments are made quarterly on a reimbursement basis only or following project completion. According to the fiscal requirements established by the City of Raleigh, all payments must be requested in writing and with verification of expenditures. All funds must be drawn down within the fiscal year (i.e. funding cannot rollover to next fiscal year).

**Reporting Requirements**

Related to the agency's Scope of Work, Other Outside Agencies contracted to receive funding from the City are required to provide performance data actuals based on the stated goals and activities provided in the application on bi-annual basis. An update of the "Measurable Results – Project Goals" table is due at the following times in the fiscal year:

1. Mid-way through the project, or by January 15.
2. Thirty days after the completion of the project, or by July 31.

**\*Audit Requirements**

For Grants of \$25,000 or more: Grant recipients must submit two original, bound copies of their annual audit report with their grant application. The fiscal year must be inclusive of the grant award and the audit must be conducted by a certified public accountant licensed in North Carolina. Each audit report must be accompanied by a management letter, if one has been prepared by the auditor, and a copy of the agency's final budget for the fiscal year.

For Grants of less than \$25,000: An audit is recommended but not required by the City. If a grant recipient does receive an audit, however, two original, bound copies of the audit inclusive of the grant award, two copies of the agency's final budget for the fiscal year, and any management letter must be submitted with the grant application.

The City, at its discretion, may require an examination of any agency's financial records by the City Controller's Office or any City of Raleigh designee.