



Outside Agency Funding Application

AGENCY INFORMATION

Agency Name:			
Contact Name:			
Address:			
City:		State/Province:	
Zip Code:		Phone Number:	
Email Address:			

FUNDING INFORMATION

Amount being requested for fiscal year 26/27? \$ _____

Briefly describe what you agency intends on using the requested funds for:

Has your agency previously received funding from the Town of Oak Island? Yes No
If yes, please provide the last two fiscal years and the amount.

Fiscal Year: _____ Amount Received: \$ _____
Fiscal Year: _____ Amount Received: \$ _____

Does your agency have a 501(c)3 status?
If yes, please provide the agencies tax exempt letter of confirmation. Yes No

MISSION STATEMENT

Briefly describe your agency's mission and how it aligns with the Town of Oak Island's Strategic Plan:

REQUIRED DOCUMENTS

- A copy of your agency's budget
- Non-Discrimination statement
- IRS tax exempt letter
- Financial statements from current fiscal year
- A list of all current board members
- Conflict of interest statement
- IRS Form 990 or 990EZ

By signing below, I confirm that I have read, comprehended, and agree to the Outside Agency Funding Policy and that my agencies' services or projects align with the Town of Oak Island's Strategic Plan.

X

Applicant's Signature

X

Date



Outside Agency Funding Policy

A top priority for the Town of Oak Island is to ensure all tax dollars are used in the best possible manner for the benefit of our citizens. An update (effective January, 2025) in qualifications and requirements has changed the way funds are provided to specific programs rather than general nonprofit services and operations.

The new Outside Agency Funding application requires an agency mission statement, key accomplishments, goals, objectives and information on the specific program(s) for which the agency is requesting funds and how it aligns with the Town's Strategic Plan.

PURPOSE:

The purpose of this policy is to promote partnerships between the Town of Oak Island and non-profit agencies for the benefit of Oak Island residents, to equitably and efficiently allocate resources to strengthen agencies, and to provide sound and clear methods for decisions.

POLICY STATEMENT:

The Town of Oak Island has no requirement to fund non-profit agencies or other community organizations. The Town, however, may elect to provide funds to non-profit agencies that carry out specific programs that serve a public purpose and are vital to the well-being of the Town and its residents. When reviewing each application, the Town Council will carefully consider the circumstances surrounding the request.

ELIGIBILITY AND REQUIREMENTS:

The Town of Oak Island, on an annual basis, provides funding to nonprofit agencies so that they may provide needed services for Oak Island residents. To be efficient and fair, the Town uses the following process and general guidelines:

- Non-profit agencies' services or projects must be in alignment with current Town of Oak Island's Strategic Plan and core values to be eligible for funding. *See Attached*
- Non-profit agencies must serve the Oak Island community and meet a public purpose that the Town government does not directly provide but could if facilities and staffing were available.
- Non-profit agencies must have a 501 status, a volunteer board of directors, and must provide the Town of Oak Island with appropriate accounting measures, in compliance with the Local Government Budget and Fiscal Control Act, to ensure accountability
 - In all cases, where the Town provides \$5,000.00 or more annually, a financial audit conducted by an independent Certified Public Accountant will be required, along with an annual copy of the audit report, the auditor's management letter (if any), and a copy of the agency's final budget for the audit period provided to the Town Finance Office within 90 days following the end of the agency's fiscal year.
 - In other cases where the Town provides less than \$5,000.00 annually, an audit is recommended but not required by the Town. The Town, at its discretion, may require an examination of any agency's financial records by the Town Finance Office.



Outside Agency Funding Policy

- Any agency who receives funding is required to report how the funds were dispersed to the Town of Oak Island. The deadline to submit this report will be June 30, of the requested fiscal year.
- That disbursement of the Town's funds be made on a yearly basis, unless otherwise noted by the Finance Office. When an agency is approved for funding, a disbursement for the funds must be requested by the agency with a letter any time after the new budget year.
- That the application be completed and all required information be submitted by March 13, 2026.
- Failure to comply with any of these requirements may result in suspension of current funding and/or elimination of future funding consideration.

REVIEW PROCESS:

A public notice announcing the funding process for non-profit agencies will be made on the Town's website in January of each year. This annual process is timed to complement the Town's annual budget process. Formal applications that are received after the deadline or do not provide the required information as set forth herein will be deemed ineligible for funding. Eligibility for funding will be reviewed by the Town Council.

FUNDING PROCESS:

The agency's request for funding, will be presented to Town Council for their consideration as part of the annual budget process. After Town Council's approval of the annual budget, letters will be mailed to each applicant notifying them of the outcome of their request. Successful funding awards will be effective for one year, unless an exception is made by the Town of Oak Island's Town Council.

DOCUMENTS TO SUBMIT:

- Copy of the proposed program budget
- List of board members (name, address, term, and office).
- Non-discrimination statement that is consistent with Federal and State non-discrimination law.
- Conflict of interest statement (organization does not pay board members for participation on the board or hire board members to do other work).
- IRS tax-exempt letter or other documentation confirming 501 non-profit status.
- Most current IRS Form 990 or 990EZ
- Audited, reviewed, or compiled financial statements prepared for the most current fiscal year.

**NC GS 160D-1311 allows municipalities to disburse funds to support community development activities that serve a public purpose that the entity would otherwise be able to provide.