

Pitt County Community Schools and Recreation Recreation Program Management Funds

The Board of County Commissioners is reinstating Recreation Program Management Funds that are available to agencies and organizations throughout Pitt County. These funds are designated to support and enhance the delivery of quality recreation programs that are open to all citizens in Pitt County. Funds are made available on a 50/50 matching basis ... fifty percent comes from the county with the agency or organization providing the other fifty percent. This avenue was selected to maximize the utilization of multiple resources in providing recreation opportunities. The Recreation Projects Coordinator with the Planning and Development Department in conjunction with Pitt County Community Schools and Recreation (CSR) will be overseeing this process as a part of their mission to work collaboratively with agencies and organizations in providing quality recreation opportunities for citizens throughout the county.

Allocation of Program Management Funds

Funds will be allocated on a 50/50 matching basis, with fifty percent coming from the county and fifty percent being supplied by the local agency or organization. Local matching funds can be a combination of dollars and in-kind contributions for the program.

Project Guidelines

- In order to apply for funding, each agency or organization must have a committee, board, or council to oversee the program.
- This committee, board, or council must assist in the development, implementation and oversight of the program. This may include the development of schedules, the development of local rules governing new facilities, and the enforcement of policies.
- This committee, board, or council will also be responsible for assisting in the determination of community needs, and identification of avenues for meeting those needs.

Application Process

- In order to be considered for funding, a Community Schools and Recreation Program Management Application must be completed. Applications are available at the Community Schools and Recreation Center and on the website at www.pittcountync.gov/RPMF.
- The application must show a long range plan or vision for recreation in the community, as well as detailed information on the specific program for which funding is requested.
- Representatives from the agency or organization may be invited to make a short presentation to the CSR Advisory Council to share the vision for the program.

- The CSR Advisory Council will review applications, and make recommendations for funding.
- Top criteria for evaluation will include the "need" for the program or facility in the community, accessibility to the total community, potential number of citizens to be served, and availability of other resources to impact the established need.

Management and Evaluation

- When programs are funded, the agency or organization is responsible for moving forward. A check will be written to the agency or organization upon final approval.
- The agency or organization is responsible for showing documentation for the funds as well as the fifty percent match. This may include receipts for financial expenditures as well as records showing in-kind donations and services.
- The agency or organization in cooperation with the Recreation Projects Coordinator and the Community Schools and Recreation Department may want to plan a "dedication/celebration" event to acknowledge the collaborative efforts that made the program possible.

INSTRUCTIONS - EXTERNAL AGENCY FUNDING APPLICATION

Forward application to Pitt County Community Schools and Recreation, 4561 County Home Rd. Greenville, NC, 27858. All of the following items must be submitted by January 25, 2019 for funding consideration:

- 1) External Agency Funding Application
- 2) List of Board of Directors
- 3) Organizational chart
- 4) Copy of agency's by-laws and mission statement/core values
- 5) Copy of detailed budget

All requested funds will be evaluated and recommended based upon their own merit. Applying for funds is in no way a guarantee for future funding. The County of Pitt reserves all rights to fund fully, partially, or none of the external agency requests.

Pitt County Board of Commissioners - Goals for FY 2017-18

To promote quality education;

To promote community safety through enhanced emergency service programs;

To advance economic development opportunities for Pitt County;

To enrich the quality of life for Pitt County citizens through opportunities for improved health and welfare;

To address the facility and space needs of all county government programs—general government, public schools and community college;

To champion infrastructure improvements throughout the county; and

To promote the provision of and access to recreational activities for county citizens.

PITT COUNTY
EXTERNAL AGENCY FUNDING APPLICATION

1. Agency Name _____
2. Agency Mailing Address: _____
3. Agency Phone Number: _____
4. Agency Director: _____ Phone: _____
5. Agency Email: _____
6. Amount of County Funding Appropriated in current year \$ _____
7. Amount of County Funding Requested for following year \$ _____
8. What does your agency do? Who receives services?

9. Why are County of Pitt funds being requested, and for what programs/efforts will funds allocated be used? How does this program/effort contribute to your long range plans for recreation? (attach an additional sheet if necessary)

10. What County goals does your program advance? (See instructions for clarification)

Pitt County Funding Application

11. What is the geographic service area of your agency?

12. What other area agencies provide the services you provide for the citizens of Pitt County?

13. List any of your agency's sponsors and/or affiliated agencies.

14. Does your agency contract with any agency of the County of Pitt (yes or no) or the State of NC (yes or no) for the provision of services? (circle your responses). If yes, list services provided and with what level of government.

15. Is your agency (circle answer):

- | | |
|---|--------|
| •Licensed or Certified by the State of North Carolina? | Yes No |
| •Chartered as a nonprofit corporation by the State of NC? | Yes No |
| •Certified by the Federal Government as a tax-exempt organization
Under 26 USC 501© (3)? | Yes No |

(Please attach a copy of your current 501 © (3) nonprofit status certification letter if applicable.)

16. How is your agency governed and managed? Please attach a list of your Board of Directors, an organizational chart, and a copy of your agency's by-laws.

17. Is your agency accountable to a governmental agency? Yes or No (circle answer)
If yes, which agency?_____

Pitt County Funding Application

18. If the County of Pitt has previously funded your agency, indicate the percent of your total annual budget represented by County Funding:_____

Fiscal Year of Funding:_____

19. What percent of your proposed 2018-19 budget would the County of Pitt requested funds represent? FY 2018-19_____

20. Does your agency have a detailed budget, which controls and guides the use of funds? Yes or No (circle answer)

21. Does a licensed CPA perform an annual audit for all funds handled by your agency?
Yes or No (circle answer)

Completed By:

Name (print): _____

Title: _____

Phone Number: _____

Date: _____

Signature

Director/CEO Signature