



NON-PROFIT ORGANIZATION FUNDING APPLICATION & INFORMATION FY 2024-2025

The Town of Sunset Beach will only consider granting funds to public purposes for which the municipality has statutory authority to directly fund. The Town of Sunset Beach Town Council may review complete funding packets and may opt to allocate up to one percent of the general fund budget to fund non-profit organizations for certain public purposes. The council has full discretion with regard to funding and may opt not to include any funding for this purpose. Applicants must document tax-exempt status and provide required financial reports and information.

All organizations that receive at least \$1000 in Town funding may have an independent audit performed for the fiscal year for which the funds are received and shall file a copy of the same with the Town. Organizations that receive \$5,000 or more must meet the public disclosure requirements set forth by S.L. 2012-169. Council reserves the right to request an independent audit by the organization receiving funding from the Town of Sunset Beach.

Requests for funding should be submitted by March 1, 2024, during the town's annual budget preparation process for the fiscal year budget ending June 30, 2025. All funding request packets that are determined to be complete by the finance director will be made available to the town council for consideration.

Application Instructions:

Each application must request funding for a specific activity or service which must show a benefit to the citizens of Town of Sunset Beach. Please note that a contract between the Town of Sunset Beach and any non-profit that is awarded funding will be required. Requested funds will need to be able to be tracked by the non-profit and reported to the Town per the contract. Please be mindful of this when requesting funds.

Using the attached application forms, please detail how the funding will be utilized to bring about the desired outcomes. If you require more space to respond to questions than the application form provides, please attach additional pages. If an organization wishes to be considered for funding of more than one activity, a separate and complete application will be required for each activity. Completed applications must be signed by the chief paid officer, if applicable, and the board chairperson of the organization. Incomplete applications will not be accepted.

Completed applications are due by Friday, March 1, 2024 at 4:00 pm. Applications can be emailed, hand delivered, or mailed to:

Lisa Anglin, Town Administrator
Town of Sunset Beach 700
Sunset Boulevard North Sunset
Beach, NC 28468

Questions should be directed to Lisa Anglin, 910-579-6297 x 1003 or langlin@sunsetbeachnc.gov.



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Organization Contact Information:

Organization Name: _____

Address: _____

Phone: _____ Fax #: _____

E-mail: _____

Website: _____

CEO/Executive Director Contact Information:

Name: _____

Address: _____

Phone: _____ Fax #: _____

E-mail: _____

Board of Directors Chairperson Contact Information:

Name: _____

Address: _____

Phone: _____ Fax #: _____

E-mail: _____

Please complete the questions on the additional pages of this application.



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Amount of Funding Requested \$ _____

Brief Narrative Description of Services to be provided with Town funds. *(You may attach one additional page, if needed):*

Service Area _____ **Anticipated population to be served** _____

Are similar services available from other providers? Yes No

If yes, who currently provides the service? _____

If yes, what is the added value of your services? _____

Has your organization received Town of Sunset Beach funds before? Yes No

If yes, please identify year(s) and amount(s) _____

If yes, have you received funding for this project/program before? Yes No

What percentage of your total budget is spent on administration? _____

Checklist:

The following information should be included with your application.

- Tax Exempt Status Certificate
- List of Board of Directors
- Audited Financial Records
- Most Current Fiscal Year Program Budget and Actuals

Certification:

I certify that the information contained herein is true and accurate, to the best of my knowledge.

CEO/Director Signature

Date

Board of Directors Chairperson Signature

Date