



**COUNTY OF FREDERICK  
OUTSIDE AGENCY FUNDING REQUEST  
FISCAL YEAR 2016-2017**

The County of Frederick, Virginia provides funding allocations based on available resources to regional agencies that deliver services to residents of Frederick County. Allocations are subject to an annual review and decision process as part of the yearly budget process, and allocations may be subject to reduction or discontinuation. An allocation one year does not guarantee future allocations.

**HOW TO APPLY**

To be considered for funding, applicant agencies must complete the application using the instructions provided. Applications may be submitted electronically, by mail, or delivered in person. It is preferred that agencies submit the application, including required attachments, as a single electronic file. Electronic submissions must be in the same format as hard copy submissions.

**All applications must be complete and received by 5:00 p.m. on Monday, November 30, 2015 at the following location:**

Attn: Jennifer L. Place, Risk Manager/Budget Analyst  
County of Frederick, Virginia  
Finance Department  
107 North Kent Street  
Winchester, VA 22601

Questions about this application may be directed to Jennifer Place at 540.665.5610 or via e-mail at [jplace@fcva.us](mailto:jplace@fcva.us).

**BACKGROUND**

Funding is distributed to agencies that provide direct services contributing to the economic development, education, health, and/or well being of Frederick County citizens. Funds have previously been allocated based on available resources. The following factors have been considered in evaluating applications:

- The agency's mission is consistent with the County's overall service mission;
- There is documented need for the agency's program or service;
- There are demonstrated positive results for the program or service;
- The program or service provides a direct benefit to Frederick County residents;
- The program or service enhances County functions;
- There are documented efforts by the agency to secure funding from other sources;
- The agency has the administrative resources to administer funds and to implement/oversee the program or service.

**PROPOSAL PREPARATION & PROPOSAL SUBMISSIONS**

**All applications must be completed and received, either via e-mail or by hard copy delivery, by November 30, 2015 at 5:00 p.m.**

Applications may be submitted electronically to [jplace@fcva.us](mailto:jplace@fcva.us) if the organization is able to submit the application, including required attachments, **preferably as a single electronic file**. Electronic submissions (a completed application that is signed and scanned into a single document) must be in the same format as hard copy submissions and submitted by **November 30, 2015 at 5:00 p.m.** Hard-copy submittals may be delivered by the same **November 30, 2015 at 5:00 p.m.** deadline to the address below:

Attn: Jennifer L. Place, Risk Manager/Budget Analyst  
County of Frederick, Virginia  
Finance Department  
107 North Kent Street  
Winchester, VA 22601

**A. Agency Information**

<b>Agency Name:</b>	
<b>Agency Address:</b>	
<b>Agency Phone:</b>	<b>Agency Fax:</b>
<b>Website:</b>	<b>Federal Tax ID #:</b>
<b>Contact Person(name, job title and email address):</b>	
<b>Agency's E-mail Address :</b>	<b>Contact Phone Number:</b>
<b>Funding Request Amount:</b>	
<b>Signature of Authorized Individual*:</b>	

\*By signing this document you agree that you are in compliance with all local, state, and federal laws.

**B. General Information. Responses may not exceed a total of two pages for all questions in this section.**

1. Mission
2. Year Founded
3. Years operating in Frederick County providing described services
4. Major agency milestones
5. Unduplicated clients/individuals served between July 1, 2014 and June 30, 2015

6. Number of households served between July 1, 2014 and June 30, 2015
7. Number of unduplicated clients/individuals that are Frederick County residents

**C. Agency Services. Respond to each of the following items. Responses may not exceed a total of 5 pages for all questions in this section.**

1. Please provide a brief description of the services provided in Frederick County, including:
  - a) Program activity and description;
  - b) How many years you have provided the service and client service numbers for the last three (3) years;
  - c) The achievement of target goals.
2. Please describe the method of measuring target goals.
3. Please explain your collaborations with other agencies within Frederick County (including County departments) who may be providing similar or related programs.
4. Please explain the positive impacts your services will have on Frederick County.
5. What changes have been made within your agency from the previous year (including the increase in clients) and what are your goals for this year? Please indicate if there have been none.
6. Please describe specifically how you will use Frederick County funds identifying at least three measurable goals.
7. Please describe how the amount of funds requested from Frederick County was determined.
8. Please describe how your agency utilizes volunteer services.
9. When was your agency's last financial audit? If your organization has not been audited, explain why. Please provide copy of latest audit.
10. **For currently funded agencies only:** What would the impact be if Frederick County eliminates its contribution to your agency?
11. **For currently funded agencies only:** Explain how your organization uses Frederick County funding as leverage to obtain funding from other sources and what other efforts you make to obtain funding.
12. **For New Applicants/Applicants Not Currently Funded Only:** What will the impact of receiving funding be on your agency/project?
13. **For New Applicants/Applicants Not Currently Funded Only:** What other funding resources is your agency utilizing to fund your agency/project? Include requests that have been submitted, considered and awarded.

**D. Financial Information (Related to local Frederick County office/programs)**

The agency uses a fiscal year based on (check one):

- Calendar Year (January – December)
- July – June
- October – September
- Other (please describe) \_\_\_\_\_

**Financial Information**

	FY 14	FY 15	FY 16	FY 17 Requested/Planned
<b>FUNDING SOURCES</b>				
County of Frederick Budget Appropriation				
Other Local Governments:				
▪				
▪				
▪				
▪				
State Government				
Federal Government				
Fundraising				
Other Funding				
<b>TOTAL</b>				
<b>Frederick County funds as % of Total funding sources</b>	%	%	%	%
<b>BUDGET</b>				
<b>PERSONNEL</b>				
Salaries and Wages				
Fringe Benefits				
<b>TOTAL PERSONNEL</b>				
<b>OPERATIONS</b>				
Occupancy (rent/lease/mortgage)				
Telecommunications				
Postage				
Printing/Copying				
Equipment Purchase/Lease and Maintenance				
Travel				
Professional Development				
Office Supplies				
Prof. Services (legal, accounting, fundraising, consultant)				
Dues and Subscriptions				
Other				
<b>TOTAL OPERATIONS</b>				
<b>CAPITAL PROJECTS</b>				
<b>TOTAL BUDGET</b>				

**E. Attachments**

Please provide copies of the following documents related to your agency:

- Most recent audit report (state reason if no audit has been conducted)
- Current year financial report, such as income statement and balance sheet
- Verification of Internal Revenue Service (IRS) status (501(c)3 or other), such as valid correspondence from the IRS stating the agency’s tax status
- If applicable, the agency’s most recent completed IRS form 990
- Scope of Services detailing what services your agency will provide for Frederick County.
- Names of the agency’s Board of Directors

**F. Application Submittals**

Submit an original of all information by **5:00 pm on Monday, November 30, 2015** to

Attn: Jennifer L. Place, Risk Manager/Budget Analyst  
County of Frederick, Virginia  
Finance Department  
107 North Kent Street  
Winchester, VA 22601

Applications may be submitted electronically to [jplace@fcva.us](mailto:jplace@fcva.us). Electronically submitted applications must be organized according to the standards for hard copy applications.

**APPLICATION CHECKLIST**

- Section A: Agency Information Sheet
- Section B: General Information
- Section C: Agency Services
- Section D: Financial Information
- Section E: Attachments
  - Most recent audit (explanation if no audit conducted)
  - Current year financial report
  - Verification of IRS status
  - Most recent completed IRS Form 990
  - Scope of Services
  - List of Board of Directors
- All pages numbered sequentially
- Signature where required on Page 2

Approved funding will not be released until all items on checklist are received.