



COUNTY of ROCKINGHAM Finance Department

Trish Davidson, CPFO
Director of Finance

Date: October 1, 2020

Dear Non-Profit Agencies,

Rockingham County has revised its community contributions process for the fiscal year beginning July 1, 2021. The County will require an application to be submitted for evaluation. The evaluation will now take into consideration the alignment of the request with the focus areas of the County and the number of Rockingham County residents served by the outside agency or charitable organization.

The application evaluation will also include a review committee. The review committee will provide the Finance Committee recommendations on which requests should be incorporated into the County Budget. The Finance Committee and County Administrator will review and determine which recommendations to include in the budget as is feasible based on financial constraints.

Requests for funding in the upcoming budget shall not be considered unless accompanied by the required application form. The application form and additional information will be available after October 1, 2020 on our web site at <https://www.rockinghamcountyva.gov/278/Finance>. The application and all required attachments will be due no later than **5:00 PM, Thursday, November 30, 2020**. Upon receipt of this information, the County will consider the agency's request during the preparation of the County's budget for the upcoming fiscal year.

If you have any questions or need additional information please contact the Finance Office.

Sincerely,

Trish Davidson
Director of Finance

Attachment A Application Evaluation Criteria

All applications received will be evaluated through a multi-level review process.

In the first stage applications must pass an eligibility review to ensure the application includes:

1. IRS 501(C) Tax Exemption Determination Letter (if applicable)
2. Current List of the Organization's Board of Directors (if applicable) indicating their addresses, telephone numbers, and terms of appointment
3. Organization's most recent audit if one is performed
4. Organization's written financial statement showing the sources of revenue and actual expenditures for its current fiscal year
5. State Corporation Commission Certificate and Evidence of Current Renewal (if applicable)
6. IRS Form 990- Most recent

The second stage involves a qualitative and quantitative evaluation by the review committee. Preliminary funding recommendations will be provided by the review committee for consideration by the Finance Committee and County Administrator for incorporation into the Budget.

Evaluation Criteria:

- The applicant makes a compelling case regarding the need for this funding, including supporting statistical evidence and statements from authorities.
- The funding requested is reasonable and necessary in relation to the program's design, goals to be attained, and benefits gained.
- The applicant demonstrates that programs or activities described in the application substantially benefit Rockingham County residents.
- The objectives to be achieved by the program are clear, specific, measurable, attainable, reasonable, and time-referenced. The applicant demonstrated a credible evaluation plan.
- The applicant has prior experience in the same or similar activities as proposed (measured by years of experience as indicated by the applicant or known from other sources). The applicant has demonstrated they have the knowledge, skills, and team to carry out the activity for which they applied.
- The applicant has a track record of demonstrated capability and performance.
- The project also leverages funding from the applicant's own resources and funding sources (measured in relation to the amount of funding requested).