



Town of Williamston - Application for Nonprofit Organization Support Funds Fiscal Year 2025/2026

MAIL, DELIVER, OR EMAIL COMPLETED APPLICATION & ATTACHMENTS TO:

Town Clerk, Town of Williamston

PO Box 506, 102 E Main St, Williamston, NC 27892

jescobar@townofwilliamston.com

Eligibility Criteria:

1. **Geographic Area Served:** While the Organization is not required to maintain its headquarters or a location in the Town of Williamston, the organization must serve Town of Williamston residents.
2. **Not-for-Profit & 501c Status:** Town grant funds may be awarded only to not-for-profit organizations with federal 501c status, excluding government entities, including but not limited to public and/or private schools, colleges or universities, churches, and religious institutions. To ensure current tax-exempt status, the organization's IRS Form 990 from the most recently completed fiscal year will be reviewed. Individuals are not eligible to apply directly for funding.
3. **Organization Experience:** Qualified applicants must have at least two years of recent experience in the delivery of nonprofit services.
4. **One-Year Program Service Delivery:** Only projects or programs that have been established and providing services for at least one year will be considered.
5. **Request Amounts:** The request must not exceed 25 percent of the organization's total actual operating expenses for the last completed fiscal year or 50 percent of the total project budget. Please include last fiscal year's operating expenses, project description, and project request. (See Page 3)
6. **Fiscal Responsibility:** Must have an adequate financial management system in place to maintain effective control and accountability over all funds, property, and other assets covered by this proposal. Must be able to produce sufficient backup documentation for costs of the project and files for review and audit by the Town if requested. Audited financial statements will be required for all funding requests exceeding \$25,000.00.

Ineligible Expenses

The following expenses cannot be covered with Town funds:

- Administrative and General Operating Expenses: These costs include administrative staff, rent or mortgage, utilities, insurance, furnishings and equipment, depreciation, audit, and communications (telephone, internet, IT support) that are not directly related to program or project delivery.
- Annual fund or capital campaign fundraisers
- Endowments
- Political purposes or lobbying
- Loans or reimbursements
- Re-granting to another organization

Application

Organization Name:

Tax Id Number: Tax Exempt Status: YES NO

Physical Address:

Mailing Address:

Phone Number: Email:

Contact Person: Contact Phone Number:

Contact Email:

Organization website:

Mission Statement:

Amount Requested:

Project Information

You must answer all of the following questions in the space provided. Attach documentation for reference.

1. Provide a brief description of your project or proposal.

2. Select what category your application falls under and explain how your project or proposal meets a public need.

Category 1: Your proposal meets a public need of the residents of Williamston that the Town of Williamston does not address.

Category 2: Your proposal supplements a service already provided by the Town of Williamston or implements an identified goal established by the Town Board of Commissioners.

Describe in three sentences how the project meets the needs of the citizens of the Town of Williamston. Include supporting documentation if available.

Budget Information

Please answer the following questions on how funds will help the organization address the public need identified above within the Town of Williamston.

Estimated number of people served by the project in one calendar year:

Estimated percentage of people served who are Town residents:

Geographical area served by the requesting organization:

Other funding sources and amounts of funding received (or requested) in connection with this project or proposal for the current fiscal year;

Public	Private	Funding Source	Funding Amount

If the Town has provided funds to your organization in the past, please provide a detailed description of the use of funds.

Detail the history or capacity of your organization to execute the project or proposal requested to be funded:

A request under \$25,000 – Submit bank statement or balance sheet. Provide the following details:

- Total revenues for the last fiscal year
- Total expenditures for the last fiscal year
- Total net position (checking, savings, and investment accounts)

\$25,000 and greater—Audited Financial Statements prepared by an Independent CPA for the most recent fiscal year prior to the application. *Note: If the organization audit is not complete, please indicate when the audit will be submitted. Under no circumstances will the Town distribute funds without an audit indicating the organization is in good financial health.*

Before submitting this application, all questions must be fully answered, and the following attachments must be included:

A list of the Board of Directors and volunteers or paid staff responsible for the project

Proof of filing IRS Form 990 (most recently completed fiscal year)

A copy of the 501(c) nonprofit status determination letter from the IRS

A completed W-9 form

Required financial documents based on request amount.

- Under \$25,000: Balance sheet or bank statement for the 2024 fiscal year
- \$25,000 or greater: Financial audit.

Note: Incomplete applications or missing attachments may delay or disqualify your request.

By submitting this application for Town funding, the ORGANIZATION agrees to the following express conditions in the event funding is awarded:

- a. That this application and all attachments, including but not limited to financial statements, are open to the public upon reasonable notice.
- b. The organization will obtain bids for capital outlay items funded with Town dollars and be able to provide adequate written documentation upon reasonable request.
- c. That the organization will abide by all Federal, State and local laws and ordinances.
- d. That the organization will use Town funds only for the purpose for which the funds are appropriated.
- e. The organization will submit an end-of-project report for each year funds are received, detailing how and for what purpose the funds were used in accordance with the organization's approved application for funding, using a format and by the deadline established by the Town.
- f. That the organization will repay any Town funds that are used in violation of the stated public purpose for receiving the appropriation or otherwise in violation of federal, state, or local law.

Authorized Representative

Date