



NON-PROFIT FUNDING



TOWN OF BLACKSTONE
AGENCY FUNDING PROGRAM

www.townofblackstoneva.com

All Applications Due
by March 1, 2024

Blackstone Town Hall
100 W. Elm Street
Blackstone, VA 23824

**Town of Blackstone
Agency Funding Program
Policy and Procedures – FY25**

I. Policy

Town of Blackstone’s Agency Funding Program is designed to assist outside agencies and charitable organizations with funding that will benefit the citizens of the Town of Blackstone.

- A. Funding requests will only be considered at the time of the Town’s budget process (January -June).
- B. Agencies and charitable organizations must comply with the procedures outlined in this program in order to be considered for funding by the Town of Blackstone’s Council during the budget process.
- C. If prior year funding was provided by the Town, agencies must submit information on how prior year funding from the Town was used by their organization to benefit the citizens of the Town.
- D. Records that an organization submits to the Town of Blackstone regarding funding requests will be open for public inspection.
- E. For the purpose of this Program, the Town of Blackstone will refer to the guidelines of Internal Revenue Service Publication 557, Tax Exempt Status for Your Organization.

II. Procedures

Please read the following program guidelines and submit the required information, forms and documents with your budget request.

- A. **Guidelines for Submission of Budget Request Forms** (Appendix A)
 - Outlines information that must be attached to the agencies budget request package in order to be considered for funding.
- B. **Instructions for Outside Agency Funding Request** (Appendix B)
 - Provides guidelines for submission of the budget request package.
- C. **Application for Funds** (Appendix C)
 - Each blank space on this form should be completed accordingly. Indicate “NA” for those items that do not apply to your situation.
- D. **Certifying Statement** (Appendix D)
 - This form must be completed and signed before funding requests will be considered by the Blackstone Town Council.
- E. **Non-Profit Funding Checklist** (Appendix E)
 - Designed to ensure that the agency has included all required information and documents with their request for funds.

Appendix A

**Town of Blackstone
Finance Department
100 W. Elm Street
Blackstone, VA 23824
PHONE: (434)292-7251
FAX: (434)292-6560**

Guidelines for Submission of Budget Request Forms Fiscal Year 2024

1. The following information must be attached for consideration of funding:
 - Completed Application for Funds
 - Copy of 501c (3) or 501c(4) IRS ruling of non-profit status
 - Copy of Annual Operating Budget (Prior and Current Year)
 - Copy of Most Recent Financial Statement/Independent Audit
 - Detailed Salary Schedule, if applicable
 - Copy of most recent Federal Form 990
 - Copy of Bylaws of Organization
 - Report on Demonstration of Performance Measure Indicators from Prior Year

2. Please return the packet by **March 1, 2024**

FAX: (434)292-7251
E-MAIL: j.brown@townofblackstoneva.com

Mailing Address:
Jacqueline Brown
Bookkeeper
Town of Blackstone Finance Department
100 W. Elm Street
Blackstone, VA 23824
434-292-7251

Appendix B

INSTRUCTIONS FOR OUTSIDE AGENCY FUNDING REQUEST **Fiscal Year 2025**

The instructions detailed below are for any outside agency that is requesting funding assistance from the Town of Blackstone. These instructions must be complied with in order for the funding request to be considered by Blackstone Town Council in the upcoming fiscal year budget. Upon completing the Application for Funds, you will be required to sign a statement certifying to the accuracy of the information submitted and agreeing to allow Town of Blackstone Officials to review your books and records, if they should so request. Town of Blackstone reserves the right to publish information associated with your funding request in any promotion or written publication it selects. The records that your organization submits to the Town of Blackstone regarding your funding request will be open for public inspection. Should you have any questions relating to this requirement please contact Jacqueline Brown at (434)292-7251.

Appendix C

APPLICATION FOR FUNDS
Fiscal Year 2025

1. Name of Organization: _____
2. Address: _____
3. Phone Number: _____
4. Type of Organization: _____
Charitable: _____
Civic: _____
Governmental: _____
5. Tax Identification Number: _____
6. Briefly State Your Agency's Mission. This should provide a general statement of the agencies goals and objectives (this statement will be included in the Town's budget document): _____

7. List of Current Board Members, Directors, Officers:

8. Contact Person: _____
Title: _____ Phone Number: _____
9. Will this be an annual request?: _____
10. Fiscal Year 2024-2025 funding request: \$ _____
11. Amount received from the Town in 2023-2024: \$ _____
12. Please briefly explain how funds will be used: _____

Appendix D

CERTIFYING STATEMENT
Fiscal Year 2025

I hereby certify that to the best of my knowledge and belief that the information submitted with this request for funds is accurate and that the attached annual operating budget was approved by our governing board on _____.

The Governing Board also agrees to allow the Town of Blackstone to review the books and records of this agency should they so desire.

Signature Title

Date

Appendix E
Submission Checklist

Agency _____

Fiscal Year: 2025:

1. Completed Application for Funds _____
2. Internal Revenue Verification of non-profit status (Required for civic groups) _____
3. Copy of Current and Prior Year Operating Budgets _____
4. Copy of Financial Report/Independent Audit, if applicable _____
5. Detailed Salary Schedule, if applicable _____
6. Copy of Most Recent Federal Form 990 _____
7. Copy of Bylaws of Organization _____
8. Report on Demonstration of Performance Measure Indicators from Prior Year _____