

TOP 10 HIGHLIGHTS FOR A SUCCESSFUL NON-COUNTY AGENCY FUNDING PROCESS

1. Applications will open on Monday, November 27, 2023, and are due on Monday, January 8, 2024, at 5:00 pm.
2. **NEW THIS YEAR** All required documents (item 3 on application instructions) must be submitted with the FY24-25 application or emailed to budget@nhcgov.com by the deadline. No exceptions. No expired or unsigned documents or incomplete forms will be accepted. If the application and the correct required documents are not submitted by the deadline, the application will not be accepted. We will no longer wait for your new or updated solicitation license or current, signed 2022 IRS Form 990 or an incomplete Reporting Form.
3. All answers should be specific, short, concise and to the point.
4. If you do not have enough space on the application to answer the questions, you have an entire page that you may use to answer those questions.
5. See the definitions of the expenses that are on the Reporting Form instructions to be sure your expense request is eligible for funding.
6. Remember requests are based on the availability of county funding.
7. On the Reporting Form – there can be no changes to the program, or the measures once submitted without a written request emailed to the county beforehand and receiving approval from the county.
8. On the Mid-Year and Year-End report, when not making your targets, explain exactly why the target wasn't met. Do not say "we were over our target in the mid-year report." We need to know the exact, precise, reason why you didn't make your target goal in that period. There are two separate periods. July 1 to December 31 is one period and January 1 to June 30 is another separate period.
9. Most of your questions can be answered by reading your contract. For example, when payments are disbursed and what documents are needed before payments can be disbursed, reporting form periods and due dates.
10. Agencies will be kept informed of every step of the Non-County Agency Funding process via email. After the application deadline, all applications that have been accepted will be printed and given to the Non-County Agency Funding Committee to go over. In early February committee meetings will begin so that all members can discuss the applications and begin their scoring to determine funding. All committee meetings are announced via email and can be attended by the public. Please subscribe to New Hanover County public notices on our website to receive these public notices.

Contact Gwen Hill at 910-500-7894 or ghill@nhcgov.com for questions.