

HARDY COUNTY

Allocation of Funds Instructions

- A. Application must be pick up in the County Commission Office.
- B. Application should be turn into the County Commission Office by hand deliver or mail. No email or fax application will be allow for these allocation of funds.
- C. Please type or print the application.
- D. If additional room is needed to explain project, Please attach a letter to the application.

Please RETURN the following to be considered. Failure to attach the proper documents may void your application for funding.

1. _____ A Copy of your most recent operating budget.
2. _____ A Copy of the IRS certification for 501(C) non-profit status dated within the last year.
3. _____ A Copy of the most recent financial statement.
4. _____ Original application with questions 1-13 answered in its entirety.
5. _____ Board Resolution.
6. _____ Details of Project by letter.
7. _____ Support letters for the project.

HARDY COUNTY COMMISSION ALLOCATION OF FUNDS CRITERIA

The Hardy County Commission allocates funds each year to assist events/ organizations in Hardy County. Due to a large number of applications for funding, the Commission deems it necessary to develop criteria for funding. The following is a list of considerations for funding. This is not inclusive and the Hardy County Commission reserves the right for any final decision on an application.

- The project must directly benefit the citizens of Hardy County.
- The project does not qualify for assistance from any other agency within the county.
- Each applicant may qualify for funding one (1) time per fiscal year.
- All applicants must be a non-profit or government agency and copy of IRS determination must be submitted with application.
- A complete budget for the fiscal year preceding the funding request must be submitted with the application (this should include all revenue and expenditures and a beginning and ending balance for the applicant organization).
- Priority may be given to projects that have maximum impact on the population of Hardy County: youth services, adult services, and/or those services that are unique for the County. The promotion of tourism will not be considered priority.
- Any entity awarded an allocation that does not furnish a completion report within the specified time will be ineligible for any future funding.

EFFECTIVE: August 20, 2013
UPDATED: June 1, 2021
Hardy County Commission

HARDY COUNTY COMMISSION
ALLOCATION OF FUNDS APPLICATION AND REPORT FORMS

**NOTE: This is an application...no allocated funds should be expended prior to Commission Approval of this application. All applications must be presented to the Commission Office on Wednesday by 4pm to be placed on the Commission agenda for the following meeting. Meetings are once a month.*

Thank you for considering the Hardy County Commission Allocation of Funds Request as a funding source for your project. The West Virginia State Auditor's Office has mandated that the Hardy County Commission track all money granted by the Hardy County Commission to any entity, and has suggested the tracking procedure. The attached application and report forms are necessary to fulfill this requirement. If extra space is required to answer any questions, please feel free to attach any additional sheets as needed. Each organization requesting allocated funds must **adopt a resolution and must be filed with this application**. A sample is included in this packet.

1. Have questions 1 through 13 on the application form been completed?

It is recommended that at least one person who is familiar with the project and request for this funding appear before the Hardy County Commission with the completed application. The Commission meets on the 1st Tuesday of each month at 9am; exceptions are holidays or out of town meetings. Appointments must be made no later than 4pm on Wednesday prior to each Commission meeting.

To schedule an appointment, or if you have any questions concerning the application, please contact the Hardy County Commission Office at 304-530-0284.

Complete and timely reporting of this Allocation of Funds is a **MUSI**. Future funding opportunities may be jeopardized for failure to comply with reporting requirements.

Hardy County Commission Allocation of Funds Application

Entity or group requesting aid: _____

1. Address: _____

2. Phone #: _____

3. Home, address and phone number (work and home) of person responsible for filing any report for this allocation: _____

4. Amount of aid requested: _____ Date: _____

5. Name of Project: _____

6. Briefly state your need: _____

7. How will this project help Hardy County: _____

8. Anticipated date of project completion: _____

9. Have you requested funds from other sources for this project? Yes ___ No ___
Please List: _____

10. Have you received any other funds for your project? If so, please list:

11. Does your organization have an annual audit? ___ Financial Statement? ___

12. Are you NON-PROFIT? Yes ___ No ___

FOR COMMISSION USE ONLY

Amount Approved \$ _____ Date: _____ Order Book _____ Page# _____

President, Hardy County Commission Date

HARDY COUNTY COMMISSION
ALLOCATION OF FUNDS REPORTING REQUIREMENTS

1. The Allocation of Funds Final Completion Report is due at the Hardy County Commission Office no later than thirty (30) days after all allocated funds are expended.
2. Monthly reports shall have attached receipts (invoices) with proof of payment which reflect how allocated funds were expended.
3. The Hardy County Commission requests that a copy of any audits indicating the use of the Allocated funds be filed with the Commission after the audit is received.
4. A separate banking account should be established for the allocated funds. Interest Bearing Accounts must use interest gain for the same project.
5. Allocation is COVID 19 America Recovery Plan Act 2021, federal funding, cannot be used as a non-federal match for other federal funded projects.
6. The federal CFDA # number assign to the funding is 21.027.

SAMPLE RESOLUTION

The officers of the _____ met on _____ with a quorum present and passed the following resolution.

RESOLUTION

BE IT RESOLVED that _____ is requesting assistance from the Hardy County Commission in the amount of \$_____.

We, the _____, are submitting a completed Hardy County Commission Allocation of Funds Application and agree to comply with all Requirements.

Signature of Representative

Date