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Board of County Commissioners
Leon County, Florida

Policy No. 06-2

Title:	Discretionary Funding Guidelines
Date Adopted:	January 10, 2006
Effective Date:	January 10, 2006
Reference:	N/A
Policies Superseded:	Policy No. 05-1, Midyear Funding Request, adopted March 22, 2005; Policy No. 00-4, Human Service Requests for Discretionary Funding, adopted February 29, 2000; Policy No. 99-1, Youth Sports Team Funding, adopted March 16, 1999

It shall be the policy of the Board of County Commissioners of Leon County that Policy No. 05-1, Midyear Funding Request, Policy No. 00-4, Human Service Requests for Discretionary Funding, and Policy No. 99-1, Youth Sports Team Funding are superseded and a new policy "Discretionary Funding Guidelines" is hereby adopted, to wit:

This policy shall govern the allocation of discretionary funds and provide the Board a maximum amount of annual funding available in each of the following categories:

- Community Human Services Partnership (CHSP) Fund
- Community Human Services Partnership – Emergency Fund
- Commissioner District Budget
- Midyear Fund
- Non-departmental Fund
- Youth Sports Teams Fund

1. General

a. Funding:
Funding for these purposes shall be subject to an annual appropriation by the Board of County Commissioners in accordance with this policy.

b. Definitions:
1) Community Human Services Partnership fund:
Funds eligible for allocation to social service programs.
2) Community Human Services Partnership (Emergency funds):
Funds eligible for allocation for one time funding to meet an emergency situation that would prohibit or severely impact the ability of a currently funded CHSP agency to provide services.

3) Commissioner District budget:
   Funds eligible for allocation to each Commissioner for activities relating to their district or the County at large.
4) Midyear fund:
   Funds eligible for allocation for requests that occur outside of the regular budget process.
5) Non-departmental fund:
   Funds eligible for allocation for non-profit agencies that are included, by direction of the Board, as part of the regular adopted budget.
6) Non-profit:
   An entity that has been designated as a 501(c)(3) by the U.S Internal Revenue Services and/or registered as a non-profit corporation with the Florida Department of State.
7) Youth Sports Teams fund:
   Funds eligible for allocation for temporary and nonrecurring youth sporting events such as tournaments and playoffs, and events recognizing the accomplishments.

c. Application Process:

1) The County Administrator or his designee is authorized to develop forms and procedures to be used by a non-profit, group or individual when submitting a request for funding consistent with the provisions herein.
2) The County Administrator or his designee shall establish a process for evaluating requests for funding made pursuant to this policy.

2. Funding Category Guidelines

a. Community Human Services Partnership Program Fund:

1) Non-profits eligible for Community Human Service Partnership (CHSP) funding are not eligible for funding in any other category, except when requesting funding for an activity that is not CHSP eligible, such as capital improvements.
2) Annually, as part of the budget process, the Board of County Commissioners will confirm the allocation of funding set aside for the Community Human Services Program.

b. Community Human Services Partnership Program - Emergency Fund:

1) Non-profits that are funded through the CHSP process are eligible to apply for emergency, one time funding through the Community Human Service Partnership Emergency Fund.
2) Annually, as part of the budget process, the Board of County Commissioners will confirm the allocation of funding set aside for the Community Human Services Program Emergency Funds.
3) These funds are available to any agency that is currently funded through the CHSP process.
4) The request for emergency funding must be made at a regular meeting of the Leon County Board of County Commissioners and acted upon by the Board.

5) The request for emergency funding shall then go before a CHSP sub-committee consisting of members from the CHSP Review Boards of each of the partners (Leon County, City of Tallahassee and the United Way of the Big Bend). The sub-committee will determine if the situation would qualify as an emergency and what amount of financial support would be appropriate.
6) The County Administrator is authorized to approve the recommendation of the sub-committee and authorize payment.
7) In the event the Board does not meet in a timely manner, as it relates to an agency's request, the County Administrator will have the authority to appropriate expenditures from this account.

c. Commissioner District Budget:

1) Annually, as part of the budget process, the Board of County Commissioners shall determine the allocation of funding set aside for the Commissioner District budgets.
2) All non-profits, groups and individuals are eligible for funding through this process.
3) Expenditures shall only be authorized from this account at a regular meeting of the Board of County Commissioners.

d. Midyear Funding

1) Non-profits, groups or individuals that do not fit into any of the other categories of discretionary funding as outlined in this policy are eligible to apply for midyear funding.
2) Annually, as part of the budget process, the Board of County Commissioners shall determine the allocation of funding set aside for midyear funding.
3) In the event the Board does not meet in a timely manner, as it relates to the agencies request, the County Administrator will have the authority to appropriate expenditures from this account.

e. Non-Departmental Funding

1) Non-profits eligible for non-departmental funding are not eligible for funding in any other category. Eligible funding activities in this category are festivals and events and outside service agencies. An exception to this policy is the funding of Legal Services of North Florida for the provision of legal services to the indigent.
2) Annually, **prior to March 1**, the Board of County Commissioners shall:
    a) Determine the amount of funding set aside for the Non-departmental funding.
    b) Determine the list of permanent line item funded agencies that can submit applications for funding during the current budget cycle.
    c) Provide direction to staff on additional appropriation requests that should be considered as part of the tentative budget development process.
3) Non-profits eligible for funding through the Cultural Resources Commission (CRC) Leon County Grant Program (funded through the non-departmental process) are not eligible for funding in any other category.

f. Youth Sports Teams Funding

1) Non-profits or athletic teams of the Leon County School system that are eligible for the County's Youth Athletic Scholarship Program are not eligible for funding in any other category.
2) Annually, as part of the budget process, the Board of County Commissioners will determine the amount of funding set aside for the Youth Sports Teams funding.
3) The award for youth sports teams shall not exceed $500 per team.
4) Youth sports teams requesting funding from the Board shall first submit their requests in writing to the County Administrator or his designee for full review and evaluation. The request must include certified documentation establishing the legitimacy of the organization.
5) Funding will be allocated on a first-come, first-served basis. In the event that more than one (1) request is received concurrently when the fund's balance is reduced to $500, the remaining $500 will be divided equally among the applicants meeting the evaluation criteria.
6) Applicants must have participated in a City, County, or School Athletic Program during the year in which funding is sought.
7) Team participants must be 19 years of age or younger.
8) The requested funding must support post-season activity, e.g. tournament play, awards banquets associated with extraordinary performance.
9) In the event the Board does not meet in a timely manner, as it relates to an agency's request, the County Administrator will have the authority to appropriate expenditures from this account.