



COUNTY OF CARROLL
OFFICE OF THE COMMISSIONERS
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Policy Title:	Outside Agency Appropriations
Effective Date:	September 9, 2021
Revision Date:	August 24 2023; September 8, 2025
Reference(s):	

POLICY

The Carroll County Board of Commissioners may include in the annual budget the disbursement of grant resources to 501(c)(3) charitable organization that serve Carroll County residents. The intent of these funds is to give support to and assist the applying non-profit agency during a developmental stage of a program or to maintain existing programs that meet the criteria listed below. The total of all contributions to non-profit agencies will be no more than 2% of the General Fund budget.

CRITERIA

County grants may be awarded when there is a clear demonstration that the agency provides a critical service to Carroll County residents that the County or its 19 communities would otherwise be asked to provide. To demonstrate their eligibility for a grant appropriation from Carroll County, requesting agencies must meet the following criteria:

1. The agency must offer services throughout Carroll County and those services must be available to all County residents;
2. The agency must provide a service that Carroll County or its 19 towns and incorporated places would otherwise be asked or obligated to provide either directly or indirectly through the municipal welfare function;
3. The services provided by the agency directly or indirectly reduce public expenditures;
4. The agency clearly demonstrates a financial need for public funding;
5. The services provided by the agency enhance the quality of life in Carroll County.
6. Agencies may apply for funding from the County or from a town within the County, but not both.

The Board of Commissioners reserves the right to waive any or all criteria for good cause shown.

PROCEDURE

The Carroll County Commissioners Office will use local media and online sources to announce that the grant application period, typically in the August/September timeframe, has opened. Agencies that have received County funding in the current fiscal year will be notified directly.

Applying agencies must use the County grant application form, attached hereto, submitted no later than the deadline. Agencies submitting late or incomplete funding applications will not be considered.

The County Commissioners will review each application and will make the decision whether or not to include the agency's funding request in whole, or in part, in the proposed budget for the following calendar year. Final funding decisions are made by the Carroll County Delegation through the annual County budget process typically completed in March.

Representatives from the requesting agency may be invited to meet with the Board of Commissioners to discuss the merits of their grant application. It is possible that the Carroll County Delegation may also request a subsequent meeting with the applicants.

All awards are conditioned upon appropriation by the Carroll County Delegation.

REPORTING AND PAYMENT

Agencies that receive County funding through this process will be paid on a quarterly basis (unless an alternative payment arrangement is approved by a vote of the board of commissioners) provided that the Agency:

1. Submits a request for quarterly funds, signed by an authorized individual from the organization; and
2. Provides a summary of the organization's activities for the quarter.

Carroll County Commissioners:

Charles McGee, Chairman

Harold B. Parker, Vice Chairman

Gene Chandler, Clerk