



## The Town of Rolesville

### Community Group Fund Policy

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#### Program Overview

The purpose of this program is to support charitable organizations and initiatives that contribute directly to the health, well-being, and overall quality of life for the residents of Rolesville and its neighborhoods. Funding will be awarded based on the following categories:

- **Community Service:** Programs that provide essential services to the community, addressing various needs including but not limited to basic needs, health, welfare, and social services.
- **Youth Education:** Programs dedicated to enhancing youth development, including educational initiatives, prevention programs, and supplemental education aimed at enriching the lives of young people.
- **Quality of Life:** Initiatives that focus on improving the community's cultural and recreational opportunities, including arts, cultural activities, and other community enrichment programs.

Funds will be allocated based on the alignment of the proposed programs with these categories and their demonstrated impact on the local community.

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#### Eligibility Requirements

The Town has established specific requirements and expectations to ensure that funded programs and projects achieve a measurable, positive, and lasting impact on our community. In the interest of fiscal accountability and ensuring that each program or project is effective, the award process includes the following key requirements:

- **Clear and Measurable Goals:** All applicants must define specific, quantifiable objectives for the program or project. These goals should be tied to the community's needs and demonstrate how the program will create positive changes. Success will be measured against these clearly defined metrics.
- **Fiscal Accountability:** Organizations must provide a detailed budget that outlines how funding will be used. All expenses should directly support the program's goals, and funds should not be diverted for non-program-related purposes. Periodic financial reports will be required to demonstrate appropriate use of the funds.

- **Program Impact:** The program must have a demonstrated, positive impact on the target population. Applicants should include data or evidence to support the projected outcomes of the program and show how it will meet the needs of the community.
- **Evaluation and Reporting:** All awarded projects must include a plan for evaluating the effectiveness of the program. Applicants are required to submit progress reports and a final evaluation, showing the impact of the project, lessons learned, and the extent to which the project met its goals.
- **Collaboration and Community Engagement:** The program should encourage collaboration with other local organizations, stakeholders, and community members. A commitment to engaging the community in the planning, implementation, and evaluation processes is highly valued.
- **Compliance and Reporting:** Awardees must comply with all legal, regulatory, and policy requirements associated with the funding. This includes adherence to the Town's reporting schedules and submission of all necessary documentation to track program progress and financial expenditures.

By adhering to these requirements, applicants will demonstrate their commitment to ensuring that the Town's investment in programs and projects leads to meaningful, sustainable outcomes for the community.

#### **Eligible Application Requirements:**

- One Application per Organization
- Be a Registered 501(c)(3) Nonprofit Organization.
- Organizational Statement of Revenue & Expense
- Purpose of Funds Declaration

#### **Ineligible Requests:**

- Salaries & Benefits
- Taxes & Fees
- Utility Payments
- Rent & Mortgage Payments
- Building Repair & Maintenance
- Research
- Scholarships

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## Application Process

Applications and documentation must be submitted to the Town Clerk's office no later than 5:00 p.m. on Monday, June 30, 2025

A complete application includes any supporting documentation required submitted before the deadline. Incomplete applications will not be considered.

All applicants are asked to provide a short video, no more than 3 minutes, and include a short video introduction to their organization and overview of their fund proposal. The video will be shown at the Committee Review Panel meeting and made available to them for further review. Applicants are encouraged to present to the Committee Review Panel in lieu of submitting a video for more information please contact Town Clerk, Christina Ynclan at [cynclan@rolesvillenc.gov](mailto:cynclan@rolesvillenc.gov).

The application will include the following elements:

- Project Statement
- Organization history and key projects
- Description of activities that will be conducted ir service provided
- Description of public engagement
- Project timeline
- Description of stakeholders or partners
- Description of measured impact
- Description of funds requested and how they will be spent

After the application is accepted by the Community Group Fund Sub-Committee the following steps will be taken:

- Applications will be reviewed by the Community Group Fund Sub-Committee for eligibility.
- You may be notified of your time to make an oral presentation before the Sub-Committee by July 15th.
- The Sub-Committee submits proposed recommendations to the full Town Board for approval in July.
- An award letter will be sent to each successful recipient with a schedule for your allocation of funds. Note: Funds are awarded after August 5, 2025.
- **PLEASE NOTE: Applications and financial forms received after the deadline will not be considered.**

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## Allocation of Funds

The Town anticipates an estimated budget of \$12,000 for the 2025 agency award recipients. The Town will require programmatic and financial status reports on how your agency used its allotted funds.

Funds distributed by the Town of Rolesville may only be spent as indicated on the application submitted by the organization. In the event funds are not used as indicated, the full amount of funding will be required to be returned to the Town.

Any organization receiving funding will hold the Town of Rolesville harmless from any claim or liability that may arise or result from the operation of any program or service assisted with funding from the Town of Rolesville.

A funds agreement will be carried out between the Town of Rolesville and the awarded organization. The agreement will include a completed W9. Once executed, funds will be made available to the organization by check within 30 days of contract execution.

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## Funding Reporting and Monitoring

Each funded agency must submit a funding project status report. Each report will include a description of the status activities related to the project, an expenditure report for related expenses, and a summary of results. This report will be due no less than 9 months after the funding agreement is completed. Reports will be shared with the Board of Commissioners.

Funded agencies who do not submit reports will not be eligible for consideration of Town fundings in the next fiscal year.

**PLEASE NOTE: Failure to complete and turn in required reports prior to the next funding cycle can terminate future possibilities for funding. Requests for additional funding after the initial allocation will not be considered.**

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## Contact Information

Christina Yncian, Town Clerk  
(919) 556-3506 ext. 112  
Please mail or email applications to: Christina Yncian,  
P.O. Box 250, 502 Southtown Circle, Rolesville, NC 27571  
Cynclan@rolesvillenc.gov