



City of Hendersonville

Request for Special Appropriations FY20-21

Contact: Adam Murr, 828-233-2879, amurr@hvlnc.gov, City Hall Rm. 223

[Submit forms by February 28, 2020]

Organization's Name: _____

Address: _____

City, State, ZIP: _____

Website address: _____

A. GENERAL INFORMATION

1. Program Name: _____

2. Contact Person/Title: _____

Telephone Number: _____

E-mail address: _____

3. Estimated total number of individuals served in the last complete fiscal year by this program: _____

4. Estimated total number of the above individuals who are City residents: _____

Please attach any documentation that supports this number.

Estimated percent of people served who are City residents: _____

5. Amount of Request: _____ 6. Total Program Budget: _____

Percent of total program budget you are requesting from Hendersonville: _____

7. Please state the mission of your agency: _____

8. Will the funding be used to:

____ Maintain an existing program ____ Expand an Existing Program ____ Start a new program

9. Has your organization received funds from the City in the past for this or a similar program? _____

If yes, please answer the following:

a. Does the amount of your request represent an increase over your previous appropriation? _____

If yes, explain the reason(s) for the increase. _____

b. Were any conditions or restrictions placed on the funds by the City Council? _____

If yes, describe how those conditions or restrictions have been met. _____

B. Program Overview.

1. Statement of Need: Identify the issue or need that the program will address (use statistical data to justify the need for the program). To what extent does this need, or problem exist in the City of Hendersonville?

2. Program Summary:

a. Identify the target/recipients of program services. Specify the number of City residents your program will serve during the fiscal year and explain the basis upon which this number is calculated. Indicate any eligibility requirements your program has with respect to age, gender, income or residence.

b. Identify what is to be accomplished or what change will occur. (e.g., begin your sentences with “The purpose of the program is to provide ...” and describe the services to be provided.)

3. Program Funding:

a. Identify how City funds, specifically, will be used (i.e., funds will provide “X” units of service.)

b. List the other agencies to whom you are submitting a request for funds for this program and the amount requested. How would this program be modified should revenues be lost?

C. Organizational Capacity.

1. Describe your agency’s capability to provide the program including its history, previous experience providing this service, management structure and staff expertise.

2. Does your organization have a strategic plan and a strategic planning process in place? _____

The strategic plan includes a mission statement, goals, action steps to achieve the goals, and measures that assess the accomplishments of the goals. The Strategic Plan must be provided to the City upon request.

3. What is the authorized size of your board of directors? _____

How many meetings were held by the board last year? _____

4. Does your organization have an audit performed? _____

The audit must be provided to the City upon request.

<p>We, the undersigned, confirm the information contained herein is accurate and can be verified as such. We understand and agree if the request funds are approved the disbursement of funds are subject to all conditions established by the City Council.</p>	
_____	_____
Signature of Applicant	Date

Typed Name and Title	