

Exhibit A

Gilliam County Operational Support Grant Guidelines

Foreword

Gilliam County is proud to offer competitive grant funding opportunities for programs that benefit the County and its citizens. Each year the Gilliam County Budget Committee designates a portion of available discretionary funds to support our local communities by making strategic investments in the areas of ***economic development, infrastructure, and livability/quality of life***.

The **Operational Support Grant Program** was established for the purpose of providing short-term, limited financial support to organizations delivering necessary services throughout Gilliam County.

Operational Support Grants should not be counted on as long-term funding sources for operations. Successful applicants must submit and follow a sustainability plan designed to move toward long-term viability that does not rely on financial support from the County.

Eligibility Criteria

Eligible Entities:

To be eligible to apply for this grant funding opportunity the applicant must operate and/or provide services within Gilliam County and be one of the following:

- Non-Profit Organization
- Community Service Provider
- Government Agency
- Special Districts

Ineligible Entities include:

- For-Profit Businesses
- Faith Based Organizations

Allowable grant fund uses include:

- Employee Salaries & Benefits
- Operational Expenses
- Supplies & Materials
- Strategic Planning Expenses

Grant funds may **NOT be used for:**

- Building an organization's capital reserves, including pension expense and/or early retirement reserves

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General Guidelines:

Applicants should view Gilliam County as a funding source of last resort. Applicants are expected to seek out and secure alternate funding from other sources prior to applying for this grant program.

Applications must show a minimum of 15% “match funding,” which is calculated as a percentage of the total project cost, from other sources. Match funding can be in the form of cash or in-kind contributions. Applications which demonstrate a higher percentage of match funding from other sources will be ranked higher in the review process.

The Budget Committee reserves the right to award funds at a reduced level from what is requested in the application.

All grant funds must be claimed in the fiscal year in which they are awarded.

Sustainability Plan Guidelines

With the impending sunset of the Wind Energy SIPs, which are the funding source for these grants, applicants for Operational Support Grants are required to submit a Sustainability Plan as part of the application process. The Sustainability Plan should outline a realistic plan for the applicant to reduce, and ideally end, the applicant’s reliance on the Gilliam County Operational Support Grant over the next 3-5 years.

The County Court recognizes that no two organizations are alike; and that each organization will have its own set of unique challenges and opportunities on the path to financial sustainability. Therefore, Sustainability Plans will be unique to each organization; however, each Sustainability Plan should – at minimum - address the following questions:

- (1) If County support was no longer available, what would it take to keep your organization’s doors open and to continue providing services?
- (2) Where are there potential untapped sources of funding for your organization?
- (3) Where could you find efficiencies and cost savings in your operations?
- (4) What does your financial picture look like without County support in 3 years/5 years?

For some organizations, a complete Sustainability Plan may require only a few pages of narrative, action steps and timelines. Other, more complex, organizations may require multiple pages of narrative, action steps and timelines along with financial projections showing how increased resources and/or savings impact the organization’s financial health over time.

The County Judge is available to meet with organizations to discuss their unique challenges and opportunities, and to provide one-on-one feedback in the creation of their Sustainability Plans.

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Review Process

Applicants must submit a completed Application Form, Budget Form, Match Funding Form and Sustainability Plan. Outdated or incomplete forms will not be accepted.

Applications will be submitted to the County Treasurer's Office. Once the application deadline has closed, staff will conduct the following:

- Determine applicant eligibility. Only eligible applicants will be considered for funding.
- Review applications for completeness and accuracy. Incomplete applications will not be considered for funding.
- Determine that applications are in the proper funding pool and make adjustments as necessary.
- Review the applications and seek clarification or additional information from applicants as necessary.
- Create a staff report with recommendations which will be provided to the County Budget Committee, along with the applications, for final review and funding decisions.

Grant awards are determined by a competitive grant review process, and will be considered in conjunction with the County's annual budget process. Funding decisions are at the discretion of the County Budget Committee and will be based on the established merit review criteria. Applications that do not meet the review criteria will not be funded, and the Budget Committee may choose not to expend all available funds during the grant cycle.

Merit Review Criteria

The following criteria will be considered in the review and ranking of grant applications:

1. ***Benefit to the County*** (*economic development, cultural and historical preservation, community and essential services provided, etc.*) **60% of Score**
2. ***Matching funds leveraged*** (*Preference will be given to applications which show greater financial contributions from other sources*) **20% of Score**
3. ***Necessity of Funding*** (*What would be lost if the program isn't funded? Would the program be able to continue without County Support?*) **20% of Score**

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Funding Decision

The Gilliam County Budget Committee will review the applications submitted during regularly scheduled and noticed budget meetings. Staff reports and recommendations will be provided to the Budget Committee along with the applications. The Budget Committee's funding decision is final.

Agreements

Successful applicants will be required to sign a Grant Agreement, which outlines the allowable uses of funds and reporting requirements, prior to release of funds. Grants may be provided on a reimbursement basis and require the applicant to provide proof of expenses incurred (invoices) prior to release of grant funds. Failure to comply with the requirements outlined in the Grant Agreement may preclude an applicant from being eligible for future grant offerings. Additional stipulations may be included by the County Court based on the individual circumstances of each application.

Reporting

Successful applicants will be required to report to the County Court as outlined in their Grant Agreement. This may include progress reporting during the year, as well as a project completion report with a full accounting of grant funds expended. Failure to meet the reporting requirements of the Grant Agreement may preclude an applicant from being eligible for future grant offerings.

Due Dates

Applications will be available in mid-January and can be obtained from the County Treasurer's Office or downloaded from the Gilliam County Website.

The application deadline is the first Friday of March at 5:00 pm.

- Late submissions will not be considered for funding.
- Incomplete submissions will not be considered for funding.
- Additional materials will not be accepted after the application deadline (unless specifically requested by County Staff or the Budget Committee).