

## **Chatham County Recreation Grants to Towns Funding Policy**

### **Purpose**

The purpose of this policy is to establish guidelines for funding of towns located entirely within Chatham County by the county Parks and Recreation Department.

### **Policy Statement**

Any expenditure of these funds must satisfy the North Carolina Constitution's public purpose requirement, which requires that public funds be expended for the benefit of all citizens. See N.C. Constitution Article V, Section 2(1). Funds must also be spent on projects, programs, or services that could have been provided by Chatham County directly according to statutory authority in N.C.G.S. §153A-449.

Funding will be provided in the budget on a \$5 per capita basis, according to the most recent population data available from the State Demographer at the time the county budget is prepared.

### **Eligibility for County Funds**

To be eligible to be considered for funding, towns must agree to the following:

- Funds are non-supplanting and will not be used for regular operating or salary expenses.
- Funds are not provided as pass-through funding to other agencies.
- Funds must be spent within the fiscal year. Towns will provide year-end report with documentation to support the expenditure of all funds. Funds that are not spent will be returned to the county. In limited cases, funds may be rolled over. The rollover must be approved by the Parks & Recreation Director and the Budget Manager.
- All town programs and facilities must be open to all county residents equally; residents outside municipal boundaries will pay the same fees and charges as those within municipal boundaries for all programs and facilities. This equitable fee schedule must be maintained for programs and facilities as long as the county funding continues and for facilities funded from this program as long as county funding continues plus five years or the useful life of the facility, whichever is less.

### **Use of the funds by towns**

This funding is intended to provide recreational opportunities for towns located entirely within Chatham County. Funds may be used for the following purposes:

- 1) To improve or construct parks and recreation facilities
- 2) To implement parks and recreation programs/projects
- 3) To purchase recreation equipment
- 4) To provide a match for a larger grant
- 5) To provide support for grant planning
- 6) To provide support for general planning

Funds must be fully spent within the fiscal year in which they are awarded. Any unspent funds must be returned to the county unless the County Manager approves retainage by the town of the money.

### **Funding Application Process**

The county will announce availability of funds by July 7 via email from the Chatham County Parks and Recreation Director to the town managers. Towns must inform the Chatham County Parks and Recreation Director via email of the intention to complete a project that is within the guidelines defined above.

The Parks and Recreation Director will confirm project eligibility by email and will notify the Chatham County Board of Commissioners of the project that will be undertaken with county funds.

Funds will be disbursed on a reimbursement basis when requested. Requests for reimbursement will be accompanied by documentation of spending, and, where possible, photos of the completed project.

**Grant Reporting and Monitoring**

Towns will submit a mid-year report by January 15 and a year-end report by July 15. Reports will address the status of each funded program or project and document the spending of county funds.