



**COUNTY OF FREDERICK  
OUTSIDE AGENCY FUNDING REQUEST  
FISCAL YEAR 2024-2025**

The County of Frederick, Virginia provides funding allocations based on available resources to regional agencies that deliver services to residents of Frederick County. Allocations are subject to an annual review and decision process as part of the yearly budget process, and allocations may be subject to reduction or discontinuation. An allocation one year does not guarantee future allocations.

**HOW TO APPLY**

To be considered for funding, applicant agencies must complete the application using the instructions provided. Applications may be submitted electronically, by mail, or delivered in person. It is preferred that agencies submit the application, including required attachments, as a single electronic file. Electronic submissions must be in the same format as hard copy submissions.

**All applications must be complete and received by 5:00 p.m. on Thursday, November 30, 2023 at the following location:**

Attn: Jennifer L. Place, Risk Manager/Budget Analyst  
County of Frederick, Virginia  
Finance Department  
107 North Kent Street  
Winchester, VA 22601

Questions about this application may be directed to Jennifer Place at 540.665.5610 or via e-mail at [jplace@fcva.us](mailto:jplace@fcva.us).

**BACKGROUND**

Funding is distributed to agencies that provide direct services contributing to the economic development, education, health, and/or well being of Frederick County citizens. Funds have previously been allocated based on available resources. The following factors have been considered in evaluating applications:

- The agency's mission is consistent with the County's overall service mission;
- There is documented need for the agency's program or service;
- There are demonstrated positive results for the program or service;
- The program or service provides a direct benefit to Frederick County residents;
- The program or service enhances County functions;
- There are documented efforts by the agency to secure funding from other sources;
- The agency has the administrative resources to administer funds and to implement/oversee the program or service.

## **PROPOSAL PREPARATION**

### **A. Agency Information**

Agency Name	Agency Email
Agency Address	
Agency Phone	Agency Fax
Website	Federal Tax ID #
Contact Person	Job Title
Contact Email	Contact Phone
Funding Request Amount	

### **B. General Information. Responses may not exceed a total of two pages for all questions in this section.**

1. Mission
2. Unduplicated clients/individuals served between July 1, 2022 and June 30, 2023
3. Number of households served between July 1, 2022 and June 30, 2023
4. Number of Frederick County households served between July 1, 2022 and June 30, 2023

### **C. Agency Services. Respond to each of the following items. Responses may not exceed a total of 5 pages for all questions in this section.**

1. Please provide a brief description of the services provided in Frederick County, including:
  - a) Program activity and description;
  - b) How many years you have provided the service; and
  - c) Client service numbers for the last three (3) years.
2. Please provide a brief list of goals for your agency.
3. Please explain your collaborations with other agencies within Frederick County (including County departments) who may be providing similar or related programs.
4. Please explain the positive impacts your services will have on Frederick County.
5. Please describe specifically how you will use Frederick County funds.
6. Please describe how the amount of funds requested from Frederick County was determined.
7. Please provide copy of latest audit.
8. **For currently funded agencies only:** What would the impact be if Frederick County does not contribute to your agency?
9. **For new applicants/applicants not currently funded only:** How would your agency utilize County funds?
10. Explain how your organization does or will use Frederick County funding as leverage to obtain funding from other sources and what other efforts you make to obtain funding.

**Financial Information**

	FY 24	FY 25 Requested / Planned
<b>REVENUE</b>		
County of Frederick Budget Appropriation		
Other Local Governments:		
State Government		
Federal Government		
Fundraising		
Other Funding including reserves		
<b>TOTAL REVENUE</b>		
<b>Frederick County Funds as a % of total revenue</b>		
<b>EXPENDITURES</b>		
<b>PERSONNEL</b>		
<b>OPERATIONS</b>		
<b>CAPITAL PROJECTS</b>		
<b>TOTAL EXPENDITURES</b>		

\*\* Revenue and Expenditures must be equal.\*\*

**E. Attachments**

Please provide copies of the following documents related to your agency:

- Most recent audit report (state reason if no audit has been conducted);
- Verification of Internal Revenue Service (IRS) status (501(c)3 or other), such as valid correspondence from the IRS stating the agency’s tax status; and
- If applicable, the agency’s most recent completed IRS form 990.

Signature of Authorized Individual

\*By signing this document you agree that you are in compliance with all local, state, and federal laws.