

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, FLORIDA, REVISING THE NONPROFIT FUNDING POLICY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS,** the Jefferson County Board of County Commissioners (the “Board”) contributes annually to nonprofit organizations which help improve the quality of place and life of the citizens of the County; and

**WHEREAS,** these nonprofit organizations provide programs or services with a significant, measurable direct service to the Citizens of Jefferson County; and

**WHEREAS,** on March 7, 2024, the Board adopted Resolution No. 2024-05 establishing a Nonprofit Funding Policy; and

**WHEREAS,** the Board now desires to amend the Nonprofit Funding Policy to provide for applications to be considered for funding in the coming fiscal year; and

**WHEREAS,** the Board now desires to adopt the amended Nonprofit Funding Policy for all its officers, employees, and agents in order to ensure full compliance with Florida Law and to provide guidance to its officers, employees, agents, and the public on expenditures of funding for nonprofits.

**NOW, THEREFORE, BE IT RESOVLED** by the Board of County Commissioners of Jefferson County, Florida, as follows:

**SECTION 1. FINDINGS.** The above findings are true and correct and are hereby incorporated herein by this reference.

**SECTION 2. POLICY.** The Nonprofit Funding Policy set forth in Exhibit A hereto is hereby adopted and established as of the effective date of this Resolution.

**SECTION 3. EFFECTIVE DATE.** This Resolution shall take effect immediately upon its passage.

**THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.  
SIGNATURE PAGE FOLLOWS.**

**DULY ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2024.

**BOARD OF COUNTY COMMISSIONERS  
OF JEFFERSON COUNTY, FLORIDA**

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JT Surles, Chairman

ATTEST:

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Jason Welty  
Clerk of the Circuit Court

APPROVED AS TO FORM:

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Heather J. Encinosa, Esq.  
County Attorney

# Board of County Commissioners Jefferson County, Florida

## Nonprofit Funding Policy

Date Adopted: March 7, 2024

Date Revised: \_\_\_\_\_, 2025

Effective Date: \_\_\_\_\_, 2025

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### **SECTION I: AUTHORITIES**

Section 125.01, Florida Statutes

Section 125.379, Florida Statutes

### **SECTION II: OBJECTIVE**

The Jefferson County Board of County Commissioners contributes annually to nonprofit organizations that improve the quality of place and life of the citizens of the County. These nonprofit organizations must provide programs and/or services with a significant, measurable, and direct impact on the citizens of Jefferson County.

### **SECTION III: FUNDING REQUEST SCHEDULE**

1. The cycle for nonprofit organization applicants requesting grant funding runs from March 1 to April 30 of each year. Applicants must submit the Application by April 30 to qualify for consideration for grant funding for the next fiscal year that begins on October 1. Applications that do not include all required items will not be reviewed. Applications cannot be modified or supplemented once submitted.

2. Funding decisions are only considered during the County's annual budget process. Once the final budget has been adopted each September, organizations are prohibited from requesting additional grant funding prior to the next grant funding cycle.

### **SECTION IV: FUNDING MATCHING REQUIREMENT**

The organization must provide a minimum 25% match of the grant funds received from the County from another funding source.

### **SECTION V: MAXIMUM FUNDING PER FISCAL YEAR**

The maximum amount of grant funding to a single organization per fiscal year will not exceed \$2,000.

### **SECTION VI: APPLICATION REQUIREMENTS**

An Application with supporting documentation (the Application) requesting grant funding must be submitted to the Fiscal Operations Office and must contain the following:

1. Completed copy of the Application (Attachment A), signed by a duly authorized person of the organization.
2. A maximum five-hundred-word explanation of the purpose of the organization, when the organization began operation, who benefits from the programs and/or services provided, long range plan for the programs and/or services provided and explanation of why the use of public funds to assist in providing these programs and/or services is beneficial to the citizens of the County.
3. Copy of the organization's mission statement and/or charter, list of board of directors or officers, and, if available, a meeting schedule.
4. Copy of the organization's current articles of incorporation or bylaws.
5. Copy of the current IRS determination letter verifying the applicant's 501(c)(3) status
6. Copy of most recently filed IRS form 990 and a copy of most recent independent audit or compilation. If an independent audit or compilation is not completed annually by the organization, a financial report from a treasurer or other officer with affidavit of accuracy and truthfulness can be substituted.
7. Enclose a full budget for the proposed fiscal year, including all other funds received by the organization. The organization must identify in the budget the origin of the matching funds.
8. Requests for grant funding submitted in accordance with the above requirements may be included in the proposed budget submitted to the Board of County Commissioners for the coming fiscal year.

#### **SECTION VII: FUNDING AWARD CRITERIA**

Consideration for award of grant funding will be based on the following criteria:

1. Demographics of and number of citizens served. The applicant's services must be available to all residents of Jefferson County who meet the applicant's eligibility requirements. Applicant's services must not be restrictive with regard to race, sex, age, religion, disability, or any other classification that would be prohibited by law.
2. Distinctiveness of applicant's programs and/or services.
3. Other organizations and events that benefit directly from the programs and/or services.
4. Review of financial integrity of the organization and long-range funding plans.
5. The applicant must be an incorporated 501(c)(3) organization and have operated for at least two (2) consecutive years by December 31st of the year preceding the application

deadline.

6. Only one application per agency will be considered each year.
7. Grants are only allowed for programmatic expenses (recognized under Generally Accepted Accounting Practices as operating costs). The County will not fund the purchase of capital assets.
8. Additional criteria may be considered as determined by the County.
9. Agencies will be notified by September 30 of the amount of grant funding that has been awarded.
10. The Board of County Commissioners reserves the right to reject any and all Applications.
11. If there are insufficient funds for grant funding, the County can terminate the grant funding on the last quarter period of the fiscal year for which funding is available. The County will immediately notify the Grantee of any such occurrence.

#### **SECTION VIII: DISBURSEMENT OF FUNDING**

Each fiscal year, the funds budgeted for non-profit organizations will be released quarterly upon the County receipt of a written request from the grantee and the disbursements will be as follows:

1. Grantee must request funding disbursement within twenty (20) days of the of the fiscal quarter's end (December 31, March 30, June 30, and September 30).
2. Grantee must request funding disbursement in a format prescribed by the County. This form will be provided by and updated periodically by the County.
3. Grantees must provide an Affidavit stating the required match with non-county funds was provided, and that the County funds were used to reimburse the Grantee for expenses incurred in accordance with County policy, the Application and all applicable County, state and federal rules, laws, and regulations. The Affidavit is required with each quarterly disbursement request, and disbursements will not be made until this information is received from the Grantee.

#### **SECTION IX: AUDIT AND RECORDKEEPING**

1. Grantee is required to maintain detailed documentation of expenditures available for review by the County upon request. Site visits may be performed periodically to determine and verify data collection methodology.
2. Grantee agrees to provide an annual financial report and annual programmatic report, which describes progress towards program outcomes and detailing expenditures signed by Grantee's executive director or other responsible officer for the fiscal year grant funding was awarded by July 31 of the fiscal year grant funding was awarded.

3. Grantee is required to maintain accurate records of expenditures of public funds under any Grant Agreement entered with the County. All records relating to these expenditures shall be considered public documents and shall remain available for audit and/or review at the request of the County at all times during the term of the Agreement. Grantee shall allow public access to all documents, records, and other materials, subject to the provisions of Chapter 119, Florida Statutes, prepared or received by Grantee in conjunction with the Agreement. The County shall have the right from time to time at its sole expense to audit the compliance by the Grantee with the terms, conditions, obligations, limitations, restrictions, and requirements of the Agreement and such right shall extend for a period of three (3) years after termination of the Agreement.

**SECTION X: FUNDING AGREEMENT**

Once the County's final budget has been adopted in September, organizations that are awarded funding are required to enter into an Agreement (Attachment B) with the County to formalize the terms and conditions of the grant funding. Failure to enter into the Agreement by October 31 will result in forfeiture of the grant funding award for the fiscal year.

**SECTION XI: EXEMPTIONS**

Public agencies, state agencies jointly funded by the County, and non-public organizations that provide a service that is mandated by Florida Statute or other higher government authority are exempt from the regulations and requirements of this Policy. This Policy shall not apply to any grant of Tourist Development Tax funds.



AGREEMENT BETWEEN JEFFERSON COUNTY, FLORIDA AND  
\_\_\_\_\_ FOR GRANT FUNDING ASSISTANCE

This Agreement is made and entered into on the effective date below by and between the JEFFERSON COUNTY, a political subdivision of the State of Florida (the "County") and \_\_\_\_\_ (the "Grantee").

WITNESSETH:

WHEREAS, Grantee is a nonprofit organization in Jefferson County, Florida, which offers \_\_\_\_\_ programs and/or services; and

WHEREAS, the County wishes to provide financial assistance to nonprofit organizations, such as Grantee which help to improve the quality of place and life of the citizens of the County.

NOW, THEREFORE, in consideration of mutual covenants and promises herein contained and other good and valuable consideration, the parties hereto agree as follows:

1. GRANT CONDITIONS.

- a. Grantee shall request fund distributions within twenty (20) days of start of the fiscal year [or the fiscal quarter ending (December 31, March 30, June 30, and September 30)] by email to: smetty@jeffersoncountyfl.gov
- b. Grantee warrants that funds will be used in accordance with the budget included with its Application and only for the purposes allowed by the IRS and other government agencies relating to grants from private foundations. No funds may be used for lobbying purposes or to aid in the election of a public official.
- c. Grantee agrees to comply with the Jefferson County Non-Profit Policy, as it may be amended.
- d. Grantee agrees to provide an annual financial report and annual programmatic report, which describes progress towards program outcomes and detailing expenditures signed by the Grantee's executive director or other responsible officer for the previous fiscal year by July 31. Grantee agrees to provide a \_\_\_\_\_% match of the grant funds received from Jefferson County.
- e. Grantee shall provide an affidavit stating the required match with non-county funds was provided and that the funds were used to reimburse the Grantee for expenses incurred in accordance with county policy, the Application and all applicable county, state and federal rules, laws, and regulations. The Affidavit shall accompany the first quarter distribution request.
- g. Grantee is required to maintain detailed back-up documentation of expenditures, available for review by the County upon request. Site visits may be performed periodically to determine and verify data collection methodology.
- h. Grantee agrees to furnish to the County within twenty (20) days, any information concerning a deviation from its Application or a change in Grantee's tax-exempt status.
- i. If Grantee's tax-exempt status changes or funds are not used for the purposes described in its Application, the County may seek return of all unused funds and reimbursement of any misappropriated funds and may cancel any remaining distributions for the fiscal year.



2. EFFECTIVE DATE AND TERM. This Agreement shall be effective October 1, 20\_\_\_\_ thru September 30, 20\_\_\_\_ and shall remain in effect until final payment is made.

3. COMPENSATION. The County agrees to provide funding to Grantee in the amount of \_\_\_\_\_ (\$ \_\_\_\_\_) for the following purposes:

[TO COME]

Funds shall be disbursed to Grantee upon receipt of a reimbursement request in a format prescribed by the County, which shall include any activities, events, or services that occurred during the period and were funded by the County.

Payment may be reduced as necessary in the event of an unforeseen occurrence that results in decreased tax revenue.

4. HOLD HARMLESS. Grantee shall protect, defend, indemnify and hold the County, its officers, and employees completely harmless from and against any and all liabilities, demands, suits, claims, losses, fines, or judgments arising by reason of the injury or death of any person or damage to any property, including all reasonable costs from investigation and defense thereof (including but not limited to attorney fees, court costs, and expert fees), of any nature whatsoever arising out of or incident to this Agreement or Grantee's officers, employees, agents, contractors, subcontractors, licensees or invitees regardless of where the injury, death or damage may occur; unless such injury, death or damage is caused by the sole negligence of the County. The County shall give Grantee reasonable notice of any such notice claims or actions. Grantee, in carrying out its obligations hereunder, shall use counsel reasonably acceptable to the County. The provisions of this section shall survive the expiration of earlier termination of this Agreement. The parties further agree that nothing contained herein is intended to nor shall be construed as a waiver of the County's rights and immunities under Section 768.28, Florida Statutes, as amended from time to time.

5. TERMINATION. This Agreement may be terminated by the County upon occurrence of any of the following:

- a. The filing for Bankruptcy, loss of tax exemption status or dissolution by Grantee.
- b. The County shall have authority to withhold funding upon a reasonable determination that the Grantee has not complied with any one or any part of the terms of this Agreement. The County shall specifically identify in writing why it withheld funding. Upon receipt of such written notice the Grantee shall have ten (10) days to cure its breach of the Agreement.
- c. If the Grantee has failed to cure its breach within the time specified after receipt of such notice, the County may deliver to the Grantee a written notice of its intent to terminate this Agreement (the "Notice to Terminate"). The Grantee, upon receipt of the Notice to Terminate, shall be placed on notice that this Agreement shall terminate on the 10th day after receipt, with no further negotiations.

Either party may terminate this Agreement by giving sixty (60) days' written notice to the other.

6. AUDITS AND RECORDKEEPING. The Grantee is hereby obligated to maintain accurate records of expenditure of public funds under this Agreement. All records relating to these expenditures shall be considered public documents and shall remain available for audit and/or review at the request of the County at all times during the term of this Agreement. Grantee shall allow public access to all documents, records, and other materials, subject to the provisions of Chapter 119, Florida Statutes, prepared or received by Grantee in conjunction with this Agreement. The County shall have the right from time to time at its sole expense to audit the compliance by the Grantee with the terms, conditions, obligations, limitations, restrictions and requirements of this Agreement and such right shall extend for a period of three (3) years after termination of this Agreement.

**IF THE GRANTEE HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE GRANTEE'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT JEFFERSON COUNTY AT (850) 322-0223, SMETTY@JEFFERSONCOUNTYFL.GOV, 455 W. PALMER MILL ROAD, MONTICELLO, FL 32344.**

Grantee must comply with the public records laws, Florida Statute chapter 119, specifically Grantee must:

- a. Keep and maintain public records required by the County to perform the service.
- b. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119 Florida Statutes or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Grantee does not transfer the records to the County.
- d. Upon completion of the contract, transfer, at no cost, to the County all public records in possession of the Grantee or keep and maintain public records required by the County to perform the service. If the Grantee transfers all public records to the public agency upon completion of the contract, the Grantee shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Grantee keeps and maintains public records upon completion of the contract, the Grantee shall meet all applicable requirements for retaining the public records. All records stored electronically must be provided to the public agency, upon the request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

7. NON-APPROPRIATION OF FUNDS. Notwithstanding anything contained in this contract to the contrary, in the event the funds appropriated by the County in any fiscal period are insufficient to pay the costs of this Agreement, the Agreement shall terminate on the last quarter period of the fiscal period for which appropriations were received, without penalty or expense to the County of any kind whatsoever. The County will immediately notify the Grantee of such occurrence.

8. ASSIGNABILITY. This Agreement may not be assigned or transferred by Grantee without the express prior approval of the County.

9. NOTICES. All notices or other communications required or permitted to be given by Grantee or by the County shall be in writing and shall be deemed delivered by either party when deposited in the U.S. Mail, first class postage paid, and addressed to:

GRANTEE:

COUNTY: Shannon Metty, County Manager  
Jefferson County  
455 W. Palmer Mill Road  
Monticello, FL 32344

10. ENTIRE AGREEMENT. This Agreement contains the entire agreement and understanding between the Grantee and the County as to the subject matter hereof, and merges and supersedes all prior agreements, commitments, representations, writings, and discussions between them. Neither the Grantee nor the County will be bound by any prior obligations, conditions, warranties, or representations with respect to the subject matter of this Agreement. This Agreement may not be changed, modified, or supplemented in any way except by an instrument in writing executed by both the Grantee and the County.

11. GOVERNING LAW & VENUE. This Agreement shall be interpreted in accordance with the laws of the State of Florida without regard to its principles of conflicts of laws. Venue for any legal proceedings arising out of this Agreement shall be in Jefferson County, Florida.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

[NAME OF NONPROFIT]

JEFFERSON COUNTY, FLORIDA

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Chair

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Attachments:

1. Non-Profit Funding Policy
2. Grantee Application