



City of North Port
Social Services Division

STANDARD OPERATING PROCEDURES North Port Nonprofits United (NP2)

PURPOSE:

To provide standard guidelines for the review of agency applications and agency selections made by the NP2 Committee.

Procedure:

- Non-profit applications will be accepted August 1st through August 15th.
- Applications will be selected based on the applicability to the City of North Port's six Strategic Pillars.
- Final selection of applications must align with yearly committee initiatives.
- The committee will make their recommendations by September 20th.
- The committee will select 10 agencies to receive a mission support item not exceeding \$2,000.
- Agencies will be notified September 20th through September 30th.
- Following agencies acceptance, City staff will begin the procurement process in October.

- If a non-profit is chosen and rescinds, the committee will review the remaining applications and award funding to another qualifying agency. If no other agency meets the criteria, the remaining funds will be distributed amongst the remaining selected agencies, if applicable.
- Agency representative must be present at time of the purchase.
- Once the procurement process is complete, staff will coordinate delivery of goods.
- Staff will confirm delivery of the mission support item.
- At the six-month mark, the committee and City staff will meet to review agency reports for the current fiscal year applications.
- At the 12-month mark, the committee and City staff will meet for final reconciliation of current fiscal year applications. This will ensure the appropriate data and reporting has been submitted by the agencies in order to remain in good standing.