



North Port Non-Profits United (NP2) Program

****Needs Program Graphics/Logos****

Np2 Purpose:

To assist non-profits in achieving their mission objectives by integrating local municipal government with area non-profits serving North Port citizens. This collaborative effort will offer any non-profit serving the North Port community an opportunity to apply for a mission support item that will **enhance and expand** the agency's programming needs.

Please note: This program is not intended to support the administrative costs of the applicant. A mission support item is a tangible object that enhances a non-profit's level of service to the North Port community.

Agency Criteria:

To request a mission support item, North Port non-profits must submit an application requesting their needs. The application will entail and describe the intended community need and impact by the agency. North Port non-profits who apply must be in good financial standing and must provide the following with their application: Articles of Incorporation, IRS 501 (c) 3 Nonprofit Determination Letter, **and if applicable the most recent IRS 990 form. All agencies must be active in Sunbiz.org at the time of application and receipt of items.**

Roles of the Committee:

For the initial committee, the City of North Port Social Services Division will choose a Chair and Vice Chair. The Chair and Vice Chair will select the other three committee members from the following sectors: **public and government. All five committee members must be City of North Port residents comprising of one Sarasota County Schools representative, one licensed mental health professional, one representative from the local business/financial community, one citizen-at-large, and one representative for the older adult community.** Committee members may serve up to three-year terms if they are voted into the Vice Chair and Chair positions. All other members will serve two-year terms.

Please note: **The committee members will be given a standard operating procedure (SOP) for the review and selection of applications, however, if any changes are suggested the revisions must be reviewed by City staff and approved by City Manager.** In order to qualify for a mission support item, agencies must align their request with one of the City of North Port's six Strategic Pillars. Social Services staff will inform the committee of current community needs but the initiatives and distribution of funding will be solely at the discretion of the committee.

Once a non-profit submits their application the committee will review all applications and make their recommendations.

Non-profits who receive funding can apply every other year.

Funding Requests and Application Deadlines:

The total funding for the program is \$20,000. Ten agencies will be selected annually by the committee, each receiving up to \$2,000.

During a normal operating year, applications will be accepted from August 1st through August 15th. The committee will review and determine their recommendations by September 20th. Agencies will be notified September 20th through September 30th. Once agencies accept, City staff will begin the procurement process in October.

During the inaugural year, applications will be accepted from January 1st through January 15th. The committee will review and determine their recommendations by February 20th. Agencies will be notified February 20th through March 3rd. Once agencies accept, City staff will begin the procurement process in March.

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 other remaining selected agencies.

Allowable / Non-Allowable Expenditures:

Eligible expenditures are mission support items **only**. For example, a freezer or refrigerator to keep items cold for an agency that distributes meals serving North Port residents.

This program is not intended to support the administrative costs or program costs of the applicant.

Payment Processing:

After notification to selected non-profits is completed, Social Services staff will begin the procurement process for each requested item. Once the procurement process is complete, staff will make the purchase and coordinate delivery of goods.

After delivery confirmation of the mission support items, the committee and City staff will meet to reconcile accounts and files.

Please note: No funds will be disbursed directly to non-profits. Procurement will be done by authorized City of North Port staff. Any additional warranty plans must be purchased by the applicant. If the cost of an item exceeds the awarded amount and requires agency funding, an authorized representative must be present at the time of purchase. If an item is returned, agencies are responsible for notifying City of North Port staff and immediately returning the funds paid by the NP2 program.

Reporting and Tracking:

All non-profits that receive funding will be required to provide an impact statement at the six month and one year mark. The report must state the following:

- List of current objectives
- List of future objectives
- Number of North Port residents served

City of North Port Social Services staff will track all revenue and expenses for this program.