

## **PRESTON COUNTY COMMISSION**

### **Outside Agency Funding Request Policy**

#### **Purpose:**

The Preston County Commission recognizes the valuable contributions that non-profit organizations, community programs, and public service agencies make to the well-being and development of Preston County. To support these efforts, the Commission has established a program for outside agencies seeking funding assistance.

#### **1. Application Periods:**

Funding requests will be accepted twice per fiscal year during the following application periods:

- 1<sup>st</sup> Period (February 1<sup>st</sup> – February 28<sup>th</sup>)
- 2<sup>nd</sup> Period (November 1<sup>st</sup> – November 30<sup>th</sup>)

Applications can be found online at <https://prestoncountywv.gov> or in person at the Preston County Commission Office located at 106 W. Main Street, Suite 202, Kingwood, WV 26537.

#### **2. Eligibility:**

Organizations must meet the following criteria to be eligible for funding:

- Be a nonprofit, government-affiliated, or community-based organization;
- Provide services that benefit the residents of Preston County;
- Be in good standing with applicable state and federal reporting requirements;
- Submit a complete application with all required documentation by the stated deadline.

#### **3. Funding Priorities:**

Funding will be prioritized for programs that:

- Provide direct services to Preston County residents;
- Address community needs such as emergency services, health, education, infrastructure, recreation, or economic development;
- Demonstrate clear financial need and measurable outcomes.

#### **4. Funding Amounts:**

Funding is limited and determined annually during the budget process. Partial funding may be awarded.

#### **5. Review & Allocation Process:**

All complete applications will be reviewed by the County Commission. Applicants may be contacted to present additional information. Allocations will be announced during a public County Commission meeting within (30) days of the application window closing. All applicants will receive email notification from the County Commission regarding the approval or denial of their request.

#### 6. Disbursement:

The Preston County Commission will disburse funds through the following methods: reimbursement and direct bill payment. The payment method will be at the discretion of the County Commission. Funds will be disbursed once a Reimbursement/ Direct Bill Payment Request Form is completed. Funds applied for during the February application period will not be available for disbursement until the start of the fiscal year July 1<sup>st</sup>. All funds allocated through this policy must be utilized within the respective fiscal year.

County funds may not be used to pay late fees, finance charges, or penalties except for emergency requests where such costs were unavoidable and subsequently approved by the County Commission.

#### 7. Reporting Requirements:

All recipients must submit a Funding Use Report at the end of the fiscal year. The report must describe the main outcomes of the project and how it benefited the community or achieved its intended purpose. Failure to submit the required report may impact eligibility for future funding.

#### 8. Emergency Requests:

Emergency funding requests may be submitted outside of the established grant windows and will be considered on a case-by-case basis by the County Commission. In circumstances where delays would negatively impact public health, safety, or essential community services, the County Commission may provide direct disbursement to the requesting agency when necessary to immediately address the emergency.

All emergency funding recipients receiving direct funding must submit the *Direct Funding to Agency - Proof of Expenditure Form* within 30 days of expending funds. Failure to submit required documentation may result in further action and impact eligibility for future funding. All direct funding must be expended within 30 days of receipt.

