

**CHARLESTON COUNTY COUNCIL POLICY AND GUIDELINES
FOR THE CONSIDERATION OF FUNDING REQUESTS FROM OUTSIDE AGENCIES**

WHEREAS, Charleston County Council defines public purpose as the promotion of the public health, safety, morals, general welfare, security, prosperity and contentment for all or a substantial part of the citizens of Charleston County; and

WHEREAS, Charleston County Council has considered the South Carolina Supreme Court's four-part test for determining whether a particular project has a public purpose. The test can be summarized as: First, what is the ultimate goal or benefit to the public intended by the project; Second, whether public or private parties will be the primary beneficiaries; Third, whether a particular project is speculative; Fourth, whether a public interest will be ultimately served and to what degree; and

WHEREAS, Charleston County Council has for decades appropriated funds to invest in community service programs to benefit, promote, serve, and enhance the quality of life of its citizens; and

WHEREAS, Charleston County Council desires to reaffirm its commitment to public purpose services, programs and projects by memorializing its outside agency funding practice in a formal policy; and

WHEREAS, NOW, THEREFORE BE IT RESOLVED THAT Charleston County Council adopts the above-referenced recitals as principles and findings of fact; and hereby incorporates them into its outside agency policy and guidelines for funding requests.

BE IT RESOLVED THAT in furtherance of the above-recited principles, Charleston County Council adopts the following policies and guidelines for the consideration of funding requests from outside agencies.

1. An agency must be a not for profit¹ (public or private), charitable (public or private), governmental, or quasi-governmental entity organized and existing under South Carolina law. The agency must be recognized by and provide proof of tax exempt status under Section 501(c) of the Internal Revenue Service Revenue Code, unless they are a governmental or quasi-governmental entity. An agency complying with this provision, but whose proposed service, program, or project fails to meet any other outside agency funding policy objective requirements, may not receive funds from the County.

¹ Not for profit organizations include but are not limited to, public benefit corporations, associations, religious institutions, eleemosynary corporations.

2. The agency must provide a mission statement and a detailed summary from an officer or board member specifying how the agency will use the funds, if appropriated, that is consistent with County Council's public purpose definition.
3. An agency shall describe in its application for funding how the service, program or project meets the four part test prescribed by the SC Supreme Court, and how it would accomplish the following:
 - a. meets a County goal or benefit;
 - b. provides a need in the community that is otherwise not met; and
 - c. helps leverage outside funds.
4. All agencies must furnish proof of business entity status, to include a copy of its by-laws and articles of incorporation (if applicable); complete information on the source and amount of funding received from all other sources (including but not limited to non-government agencies, membership dues and fees, and private contributions); names and addresses of its directors and/or officers; a line item budget for the current fiscal year; a list of any additional pending applications for funding to include funding source and dollar amount requested; and any other documentation or information as may be deemed necessary by Charleston County.
5. Any not for profit agency receiving an allocation or grant of County funds shall be required to submit to the County, a detailed accounting of the expenditure of County funds and a written report outlining the agency's performance and accomplishments within the scope of work outlined in its application. The detailed accounting and the written report shall be due as outlined in the annual contract.
6. All application requests for funds must be submitted to Charleston County by the due date specified in the application to be eligible for consideration in conjunction with the subsequent fiscal year budget.
7. Agencies receiving prior-year funding must be in compliance with the annual contract and be in good standing to be eligible for funding.
8. An agency receiving funds in a year preceding a request or in the year funds were requested, and the funds have not been used for the intended purpose(s), must return the funds to Charleston County before any further requests may be considered.
9. For agencies which receive \$5,000 or more from the County, an agency must provide documentation as part of its application for funds that the agency conducts one of the following in accordance with the size of the agency budget:
 1. Annual Audit conducted by a Certified Public Accountant (CPA)
 2. Report of Independent Financial Review conducted by a CPA.

3. Annual Financial Statement approved by the Board of Directors or governing body.

10. An agency receiving funds must enter into a contractual agreement and must meet all requirements set forth in said contract.