

**POLK COUNTY BOARD OF COUNTY COMMISSIONERS**  
**OUTSIDE AGENCY FUNDING POLICY**

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**I. PURPOSE**

To ensure that Polk County is fiscally responsible and residents are well served, this policy creates a uniform procedure for the submission, review, and approval of outside agencies funding requests to deliver various services.

**II. OUTSIDE AGENCY ELIGIBILITY CRITERIA**

- A. Agency services must be available to all residents in Polk County who meet the eligibility requirements of the agency.
- B. Services offered by the agency/program(s) must not be restrictive with regard to race, sex, age, religion, disability, or any characteristics that would be prohibited by law.
- C. Funds may not be used for any purpose prohibited by law.
- D. Agencies and their respective program(s) must be non-profit, incorporated under the State of Florida, and have an IRS 501(c)(3) for a minimum of one year prior to date of application.
- E. Funding requests must specifically describe how the agency's program(s) contribute to the Board's goals to help meet Polk County's citizens priorities related to Basic Needs, Economic Development, Good Government, Growth and Infrastructure, Natural Resources and Environment, Recreation and Culture Arts, and Safety. For details regarding these priorities, refer to the following website and link:

<http://www.polk-county.net/boccsite/your-government/performance-dashboard>

- F. Funding requests must include performance measures showing the key indicators and outcomes that benefit Polk County's citizens.
- G. Agencies must agree to provide a mid-year and end-of-year report of activities, successes, challenges, and lessons learned through their program.
- H. Agencies must make all program(s) and financial information available and must permit on-site visits by Polk County staff.
- I. Agencies may apply for funding once per fiscal year.

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### III. PROCEDURES

- A. The *Outside Agency Funding Policy and Outside Agency Funding Request Form* will be posted on the Polk County website.
- B. Agencies seeking to provide services and requesting Polk County Funding or other support must complete the “Outside Agency Funding Request Form” and provide other required documentation.
- C. The *Outside Agency Funding Request Form* must be completed using the online form in the format provided. Agencies are encouraged to retain a receipt of their submission. The form and supporting document must submitted to:

Polk County Board of County Commissioners  
Budget and Management Services  
330 West Church Street  
P.O. Box 9005, Drawer CA 02  
Bartow, Florida 33831  
[SusanDragonetti@polk-county.net](mailto:SusanDragonetti@polk-county.net)

- D. Brochures, visual aids, advertising, and information other than what is requested is not required to be submitted with application funding requests.
- E. Funding requests must be received by the specified due date to be considered for funding in the County’s fiscal year beginning October 1.
- F. Budget and Management Services will review the agency’s submittal for eligibility and other requirements including application completeness, financial statements, IRS tax forms, annual reports, and other necessary documents.
- G. Funding requests that meet eligibility criteria and are complete will be incorporated into an outside agency request binder and submitted to the Board of County Commissioners prior to the Board Work Session during which funding and other support requests will be discussed. Additional Work Sessions may be scheduled if additional information, presentations, or discussions are required. Board agenda items and Work Sessions for Outside Agency funding requests are usually scheduled between March and April. Agencies that submit applications will be notified of Board Meeting and Work Session dates.
- H. Agencies whose request were reviewed by the Board to provide services, receive funding or other support will receive from Budget and Management Services office, at the beginning of the fiscal year the following, as necessary: notification regarding the level of funding, request for a signed copy of the Outside Agency Recipient Agreement, and the agency’s letter requesting fund distribution. In addition, instructions regarding invoicing for services will be provided.