



## COMMUNITY INVESTMENT APPLICATION GUIDELINES

Below is a list of criteria, based on Town Policy, that will be taken into consideration when reviewing and recommending community investment funding. This guideline is not to be used as a guarantee to receive community investment funding.

- Ability of the agency to demonstrate a public purpose to the residents of Mount Pleasant
  - Public purpose is defined as *the promotion of the public health, safety, morals, general welfare, security, prosperity, and contentment of all (or at least a substantial part thereof) to the residents*
- Stability of the organization
  - Length of existence and number of years serving Mount Pleasant
  - Financial condition (unrestricted financial reserves as compared to annual expenses from last completed fiscal year)
- Reliance on government funding
- Effectiveness of the organization's spending
  - Percent of expenses spent directly on programs
  - Measured by the SC Secretary of State
- Services provided to the residents of Mount Pleasant
- Application is received by its appropriate deadline and is complete and accurate
- If returning applicant, a verifiable performance report is completed fully and accurately

## COMMUNITY INVESTMENT APPLICATION REQUIREMENTS

Below is a list of requirements for approved community investment funding applications.

- A signed agreement as a pre-requisite to receiving funds that describes how the funds will be used and by when they will be spent
- Agreement that monies spent differently than described in the application or spent on political activities must be returned to the Town
- Agreement that any unspent funds must be returned to the Town within 30 days of the end of the program or the Town's fiscal year
- A request in writing, after July 1, 2021 and before June 30, 2022, to the Town's Budget Manager to receive the funds. Funding may be delayed or withheld due to unanticipated impacts to the Town's revenue resources.



- A final report on the use of the funds must be submitted within 30 days of the end of the program or fiscal year

## COMMUNITY INVESTMENT APPLICATION CHECKLIST

- Submit Application by February 1, 2021, deadline. No late applications will be considered.
- Complete Current Application
  - *If returning to the Committee for funding, a completed Performance Report must be completed for previously funded events (last page of application).*
- Attach a recent financial report
  - Annual audit if revenues are \$1,000,000 or more, or
  - IRS Form 990 if revenues are less than \$1,000,000, or
  - Financial statement if revenues are less than \$1,000,000
  - Demonstrate all entities providing funding to your organization
- Provide Proof of Exemption Status
  - Copy of Tax Exempt Determination Letter
  - Federal Employee Identification Number
- W-9 (**First time applicants only**)
- If possible, email all items to [pburke@tompsc.com](mailto:pburke@tompsc.com) or mail to:

**Town of Mount Pleasant**  
**Community Investment Application**  
**Paula Burke, Budget Manager**  
**100 Ann Edwards Lane**  
**Mount Pleasant, SC 29464**

Failure to provide completed forms on time may disqualify the applicant from receiving support. Any proposed funding for applicants will be included in the Recommended Budget to Town Council during the budget process. Applicants may be requested to appear before a Town Council Committee to present their request. All budget meetings will be duly advertised, once scheduled. Applicants will be notified in writing of Town Council’s decision if funding is awarded.

Staff will rank all applications with the following scales, for a total of 20 points, with rankings presented to the Committee.

Length of time serving Town	Percent spent directly on programs	Number of Town population directly served annually	Required service in lieu of Town	Reliance on government funding
> 10 years 1	0% - 50% 1	0 - 20,000 1	No 0	76% - 100% 1
> 20 years 2	51% - 80% 2	20,001 - 40,000 2	Yes 4	51% - 75% 2
> 30 years 3	81% - 90% 3	40,001 - 60,000 3		26% - 50% 3
> 40 years 4	91% - 100% 4	> 60,000 4		0% - 25% 4