



TOWN OF GREENWICH

Office of the First Selectman
Town Hall
101 Field Point Road
Greenwich, CT 06830

EXTERNAL ENTITIES FUNDING POLICY

PURPOSE

The purpose of this policy is to establish a system to validate accountability for External Entities funding by implementing a process that will provide management, oversight, and tracking of Town-funded operations.

SCOPE

This policy shall apply, as prescribed in the section below, to all funds up to \$800,000 provided to external organizations through the External Entities (440) budget item in the Final Town Budget administered by the Office of the First Selectman, including those for activities delegated to subsidiary departments.

POLICY

1.0 External Entities Funding Request

All external entities seeking funding shall submit a request to the Office of the First Selectman that shall include:

- Contact Information: agency information, executive leadership, program point of contact
- Proposed Activity: brief description of the service or program that will be supported by Town funding
- Funding Justification: clearly defined rationale on why Town should provide funding
- Target Service Population: primary populations/unique individuals served by the proposed activity
- Proposed Benefits: measureable goals and accomplishments of the proposed activity
- Proposed Activity Budget: detail the budget specific to the service or program that will be supported by the external entities funding, including expenses and all sources of funding

A complete request shall include the following supporting documentation:

- Current and proposed agency budget for next fiscal year
- Most recent financial audit
- Proof of exemption under IRS Code 501(c)(3)
- Policies and procedures related to:
 - Financial management
 - Record keeping
- Any additional documentation to support the request

Complete requests must be received by the Office of the First Selectman by November 1st.

2.0 Office of the First Selectman Review

The Office of the First Selectman shall be the primary responsible authority for reviewing and officially requesting Town funding for External Entities (440). All funding requests from external entities shall be evaluated by the Office of the First Selectman and may be moved forward based on the discretion of the First Selectman. The Office of the First Selectman may request additional information from the external entity at any time during the request and review process. The First Selectman may decide to redirect the request to a more appropriate Town department for review. If so, the receiving department will assume responsibility for assessing the request and proposing the funding within the department's annual operating budget.

2.1 Delegation of Administrative Oversight

Depending on the scope of the proposed activity, the First Selectman may delegate administrative oversight to an appropriate Town department. If the request is delegated, the external entity will be notified and provided a primary point of contact. The administering Town department may make a recommendation on the request for funding to the First Selectman and will ensure compliance with this policy. In addition, the administering Town department may require the external entity to adhere to additional policies, procedures, and requests.

3.0 Approval from Governing Town Bodies

If the First Selectman decides to formally request the funding from the Town, it will be included in the First Selectman's Proposed Town Budget. The Town Budget must then follow the complete approval process and be adopted by the:

- Board of Estimate and Taxation (BET)
- Representative Town Meeting (RTM)

Funds formally requested by the Office of the First Selectman may be adjusted by either body. Both governing bodies may solicit additional information from external entities at any time and it is expected that external entities be available to the BET and RTM to represent their funding request.

4.0 Payment Process

Payments to external entities shall be processed on a quarterly basis. In order for funds to be released, external entities shall submit a completed *Payment Request Form*, with supporting documentation, to the Office of the First Selectman or delegate to substantiate the disbursement of funds. Supporting documentation includes:

- Quarterly Activity Budget: year-to-date activity budget
- Quarterly Budget Progress Report: current measurement of goal(s) and accomplishments

The Office of the First Selectman or delegate may verify the payment request, seek additional information, and approve the request if substantiated. Upon approval, the Office of the First Selectman or delegate will forward the payment request and supporting documentation to the Finance Department for processing.

5.0 Activity Closeout

Within 30 days after the close of Quarter 4 (June 30) of the active fiscal year, external entities must submit the following:

- *Payment Request Form*
- Final Benefit Report: Final goal(s) status and activity accomplishment summary
- Final Activity Budget

As soon as activity closeout requirements are satisfied, Quarter 4 payments will be processed and the activity will be deemed complete. Quarter 4 payments will be processed in accordance with Section 4 of this policy.