

# City of Charlotte: Financial Partner Overview

## Overview

Financial partners are non-profit agencies with which the City of Charlotte contracts on an annual basis to provide specific services. These partnerships extend the city's capacity to advance City Council's strategic priorities and programs that address concerns within the community, such as:

- Partnerships due to special legislation (such as tax allocations)
- Partnerships that support and advance Charlotte City Council's strategic priorities of Workforce and Business Development; Safe Communities; Well-managed Government; Great Neighborhoods; and Transportation and Planning
- Partnerships that contribute to community enrichment

## Eligibility

To be eligible for funding, organizations must have an active non-profit designation and provide programs or services that advance City Council's Strategic Priorities.

- Organizations that are actively seeking non-profit designation may apply. Non-profit designation must be received prior to finalizing financial partner contract.
- Requested funding should not total more than 30 percent of the agency's overall budget.
- Funding request must be for programming and/or one-time expenses.

## Process

- The Financial Partner Application is open for a limited time beginning in the Fall
  - Application Window – October 1<sup>st</sup> – December 19<sup>th</sup>
- Interested organizations apply online through the financial partners webpage using Seamless Doc
- The city's Strategy & Budget Department will:
  - Confirm receipt of application once submitted.
  - Review applications for completeness
- During the budget development process, City Council reviews submitted applications and determines which organizations will be funded during the coming fiscal year

## Term

Financial Partner funding is approved on one-year terms. Applicants must apply each year for consideration of funding as part of the annual budget development process for the upcoming fiscal year.

**No General Fund Discretionary Financial Partners will be funded for more than five consecutive years through the Financial Partners process.**

## Reporting Requirements

In order to demonstrate progress toward the goals and objectives proposed within the organizations' financial partners application and to ensure accountability in the use of public funds, several reporting requirements will be included within the contracts of funded partners.

- Performance Measures
  - Established in partnership with staff to ensure alignment with council's strategic priorities
  - Reported at mid-year and year-end, progress assessed by staff
  - Payments may be delayed until progress toward performance deliverables is confirmed
- CBI-Certified MWBE Utilization
  - Goals established in partnership with CBI at start of contract year
  - Ensures selected organizations support competition and participation of Minority, Women, and Small Business Enterprises (MWBEs) in city contracting
  - Reported quarterly, progress assessed by staff
- Access Measures
  - Goals established to ensure program participants have access to program activities
  - Reported at mid-year and year-end, progress assessed by staff
- Financial Reporting

Partner organizations will be required to provide financial statements in accordance with the following guidelines:

  - Organizations with gross receipts greater than \$500,000 require a full financial audit completed by a Certified Public Account (CPA)
  - Organizations with gross receipts of \$100,000 up to \$500,000 require an Independent Financial Review completed by a CPA or an accounting professional
  - Organizations with gross receipts less than \$100,000 require 2-year comparative financial statements that include:
    1. Statement of cash flows,
    2. Profit and loss statements, and
    3. Balance sheet.