



# Spartanburg County Government

## Grant-In-Aid Application

P.O. Box 5666  
Spartanburg, SC 29304

**Fiscal Year July 1, 2018 - June 30, 2019**

**General information, instructions, and checklist**  
**Applications for all funds are due by:**  
**5:00 PM January 31, 2018**

**All applications and attachments must be submitted to:**

Spartanburg County  
Office of Budget Management  
366 N. Church Street, Room 900  
P.O. Box 5666  
Spartanburg, SC 29304

Spartanburg County, South Carolina is now accepting applications from non-profit agencies for Grant-In-Aid funding. The purpose is to provide grants-in-aid to 501(c)3 and government entities for services benefiting the community or augmenting the quality of life in Spartanburg County. Funding of the agencies is approved annually by County Council as part of the budget process.

Applicants interested in applying for Accommodations Tax must apply through a separate process as required by state statute. Information on the Accommodations Tax application process can be found at <http://www.spartanburgcounty.org/432/Accommodations-Tax>.

**It is advisable that the program or project aligns with the goals and objectives established by Spartanburg County Council for Spartanburg County. Please see Section 1 of the Grant-In-Aid application or follow the link below for a list of Spartanburg County Council's goals and objectives.**

[www.spartanburgcounty.org/DocumentCenter/View/245](http://www.spartanburgcounty.org/DocumentCenter/View/245)

**Applicants seeking to obtain funding must include:**

- A separate application for each project
- The most recent audit
- A complete budget

**Timeline:**

- Agencies that are currently funded or have contacted Spartanburg County during the year are notified in November that the grant-in-aid application is available online
- All grant applications are due January 31, 2018
- If you are approved, a notice of award will be sent in June
- Agencies are required to submit a year end annual report by July 1, 2018

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### Grant-In-Aid Application Checklist:

- Please review General Information sheet to determine if your program or project may be eligible for funding
- Download all necessary application materials from Spartanburg County's Website [www.spartanburgcounty.org/172/Budget-Management](http://www.spartanburgcounty.org/172/Budget-Management)
- Submit your application by January 31, 2018. **Late applications may not be considered.**

### Submission Instructions:

- Please submit 3 copies of the application (1 with original signature and 2 additional copies)
- Applications must be submitted as a package that is unbound with no tabs or staples
- Submit 3 copies of organization's total current budget
- Submit 1 copy of the organization's most current audit
- Submit 1 copy of your IRS letter (if not previously provided)
- Submit 1 copy of Articles of Incorporation (if not previously provided)
- Submit 1 copy of the organization's by-laws (if they have changed since your last submission)

### Application Section 5c: Budget Example

<b>EXPENDITURES and BUDGET</b>		
<i>Please enter the total projected budget for the FY 2018-19 project (not organization) in the first column and your FY 2018-19 budget request for expenditures to be paid for the project by Grant-In-Aid funding in the second. Example of budget items: PERSONNEL-salaried positions (job title), OPERATING COSTS-supplies, equipment, rent/lease, insurance, printing telephone, development, rehab hard cost, physical inspections, architectural engineering, permits and fees, insurance, appraisal.</i>		
<b>Budget Items</b>	<b>Complete FY 2017-18 Project Budget</b>	<b>FY 2017-18 Project Budget Request</b>
Salaries Project Manager	\$40,000.00	\$20,000.00
Utilities for Building	\$8,000.00	\$8,000.00
Educational materials including computer programs	\$10,000.00	\$0.00
Transportation for clients	\$1,500.00	\$1,000.00
<b>Total Expenditures</b>	<b>\$59,500.00</b>	<b>\$29,000.00</b>