



**Town of Lewisville
Special Projects Funding & Exemption Policy
for Nonprofit Organizations**

Purpose

The purpose of this policy is to promote partnerships between the Town and general nonprofit organizations for the benefit of Lewisville residents.

Coverage

This policy shall be applicable to all requests for support and exemptions from nonprofit organizations.

Procedures

1. Eligibility: Organizations serving the residents of the Town of Lewisville are defined as those with a 501(c)(3) designation; is a group which regularly comes together for purposes of promoting, providing or supporting services to the Town of Lewisville or its residents, and is one which is described in one or more of the following:
 - a. Uses a location within Lewisville's corporate limits for its primary service place;
 - b. Has an office in Lewisville;
 - c. Has a majority of Lewisville residents in its service population;
 - d. Conducts a majority of its activities in Lewisville;
 - e. Is a regional organization which focuses a significant program in Lewisville, but otherwise conduct business and operations outside of Lewisville.

Funding and exemptions for any organization shall be considered only as allowed by the North Carolina General Statutes. For funding, organizations must meet the criteria for public purpose expenditures by tax paid dollars. Applications will be available at Town Hall.

2. General Funding Assistance: Organizations may apply annually in the month of April to the Town of Lewisville for operating funding assistance, specific program costs, or capital items necessary for successful execution of their mission. The Committee shall review applications in May, make recommendations to Council in June, and funding distributions to successful grant requests shall be paid after July 1. As with all funding appropriations, Town Council action is required for approval of all nonprofit funding awarded.
3. Facility Use Exemption Request: Non-profit organizations must apply annually in August to be included on the Facility Use Exemption List. The Committee shall review applications in September, make recommendations to Council in October, and revision to Chapter 16 Code of Ordinances shall be updated accordingly in November. As with all funding appropriations, Town Council action is requested for approval of all nonprofit funding awarded.
4. Funding Allocation: Committee members shall make recommendation to Council in the distribution of Funding & Exemption requests based on allocation adopted in each Fiscal Year Budget.

5. Application Process: Applications must be submitted to the Town Clerk during the application process as outlined above. Completed applications will be reviewed by the Special Projects Review Committee once per year in May for Grant requests and once per year in September for facility use exemption requests. The Special Projects Review Committee reserves the right to hold any preliminary conferences with the applicants for questions prior to making a recommendation to the Town Council. Upon completion of the review by the Special Projects Review Committee, a recommendation shall be made to the Town Council. The Council shall either approve or disapprove the request and shall state the basis for disapproval of any request. All funding requests are subject to the availability of funds and shall only be provided after funding allocations have been adopted by the Town Council.
6. Notification: Each applicant will be notified whether the request has been granted or denied. For funding, payment to the organization shall be made in July for grant funding requests. Funds distributed by the Town of Lewisville may only be spent as indicated in the nonprofit application for which the funds were awarded. Within 30 days of completion of the project, the organization shall provide the Town with a written accounting of its expenditure of the funds described in the application request, and in such detail and with such backup information and certifications as deemed necessary by the Town, its Finance Director, in accordance with the requirements or guidelines set forth by the General Accepted Accounting Principles. Proof of the respective expenditures including actual receipts may be requested as verification by the Town of Lewisville. Town funds may not be used by organizations for political activities. Pictures or other descriptions of the completed project may be requested by the Town. Funds shall be expended in the allotted time as stated in the application's estimated completion date. Non-profit organizations shall notify the Town of Lewisville if projects, in which funding has been received, are cancelled and shall reimburse the Town of Lewisville funding designated for said project.
7. Disclaimer: The Town of Lewisville reserves the right to deny any application. The previous approval of funding by the Town to the same or similar organization or for the same or similar project for which funds have been previously issued shall not entitle any organization to subsequent funding.



TOWN OF LEWISVILLE NONPROFIT FUNDING & EXEMPTION REQUEST APPLICATION

I. PURPOSE

The purpose of this application is to ensure the Town fully understands the nature of the request being made by the organization serving Lewisville, and to equitably and efficiently allocate resources to strengthen community organizations providing a process fair to each request. Nonprofit organizations that have received exemptions or funding in a previous year must submit an application for current year. Applications for grant funding will be accepted during the month of April. Applications for Facility Use Exemptions will be accepted during the month of August. Whether or not an organization received an exemption or funding in a prior year will not be a determining factor in the recommendation process. Each year is evaluated independently of any prior year decisions. Therefore, an award one year is not a guarantee for future year(s).

II. Application Review

Completed grant applications will be reviewed annually in May and facility use exemption application will be review annually in September by the Special Projects Review Committee prior to presentation to Town Council with recommendations. Staff may recommend and Town Council may require annual reporting, submission of additional documentation or other items. As with all funding appropriations, Town Council is required for approval of all nonprofit funding awarded.

III. Funding Decisions

Applications received are open to the public. All organizations requesting exemptions or funding will be notified of Town Council's final decisions following the regular meeting in which application is considered which shall be the June Council meeting for grant applications and October for facility use exemptions. Town Council reserves the right to deny any request for any reason.

IV. Funding Distribution

Funds availability shall be determined by Council with the adopted of each fiscal year budget and will be distributed by the Town of Lewisville.

V. Funding Usage

Funds will be distributed by the Town of Lewisville may only be spent as indicated in the nonprofit application for which the funds were awarded. Proof of the respective expenditures including actual receipts may be requested as verification by the Town. Funds received from the Town of Lewisville are not to be used to fund political activities.



TOWN OF LEWISVILLE NONPROFIT EXEMPTION & FUNDING REQUEST APPLICATION

Organization Name: _____

Agent/Person Completing Form: _____

Street address: _____

Mailing address (if different from street): _____

Telephone number: _____ Email address: _____

Website (if applicable): _____

Eligibility: 501(c)(3) STATUS AND OTHER REQUIREMENTS

Organizations serving the residents of the Town of Lewisville are defined as those with a 501(c)(3) designation; is a group which regularly comes together for purposes of promoting, providing or supporting services to the Town of Lewisville or its residents, and is one which is described in one or more of the following *(please check all that apply)*:

- ☐ Uses a location within Lewisville's corporate limits for its primary service place;
- ☐ Has an office in Lewisville;
- ☐ Has a majority of Lewisville residents in its service population;
- ☐ Conducts a majority of its activities in Lewisville;
- ☐ A regional organization which focuses a significant program in Lewisville, but otherwise conduct business and operations outside of Lewisville.

Grant Funding Request - Only complete this section for grant funding request

Organizations may apply to the Town of Lewisville for one or more of the following *(please check all that apply)*:

- ☐ Operating/Operations funding assistance
- ☐ Specific program costs
- ☐ Capital items (necessary for successful execution of the mission)

Describe, in detail, what the requested funds will be used for and how the funds will be used to achieve the criteria outlined. You may attach additional sheet(s) if needed.

Has your organization received funds from the Town of Lewisville in the past and, if so, how much and how were these funds utilized?

EXEMPTION REQUEST - Only complete this section for facility use exemptions

This is a request for recurring dates: _____
What are the dates and frequency? _____

What facility are you requesting to acquire exemption?

___ G. Galloway Building ___ Shallowford Square ___ Jack Warren Park
___ Mary Alice Warren Center

For the G. Galloway Building and Mary Alice Warren Center, **what room(s)** are you requesting: _____

Describe, in detail, what the requested exemption will be used for and how this achieves the criteria outlined. You may attach additional sheet(s) if needed.

RESIDENTS: HOW ARE THEY TO BE SERVED

Describe, in detail, how the requested funds are being used to directly impact Town of Lewisville residents.

Please give the number of Town of Lewisville residents directly served by your organization. (Generally, the larger the number of Town of Lewisville residents served, the greater the value to the community. Only benefiting a few individuals does not necessarily eliminate the request from the possibility to be considered for funding.)

MISSION & SERVICE ALIGNMENT

Describe how your organization's mission and service impacts the Town of Lewisville community and how it aligns with the mission and services of the Town of Lewisville.

HISTORY

How long has your organization been in existence and how has it serviced the Town of Lewisville:

CHECKLIST OF DOCUMENTS FOR SUBMITTAL

- ☐ Completed application
- ☐ Copy of most recent audited financial statements with the audit letter included *(if funding is requested)*
- ☐ List of current members and the presiding officer of your organization including names and titles
- ☐ IRS Status Documentation, if applicable to your organization
- ☐ Certificate of insurance
- ☐ Budget for this project showing revenues and expenditures
- ☐ Additional pertinent information you would like to be considered regarding your request

SUBMITTAL INSTRUCTIONS

Applications can be emailed, mailed or dropped off only during the application process as indicated above to the Town Clerk at: 6510 Shallowford Road, PO Box 547, Lewisville, NC 27023, townclerk@lewisvillenc.net.

The organization agrees to protect, defend, indemnify and save harmless the Town, its officers, agents, servants, and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs, expenses, and attorneys' fees resulting from any and all willful or negligent acts or omissions of the Organization, its officers, agents, servants, and employees in the performance of any project for which funds from the Town of Lewisville are provided.

By signing this application, I understand and agree to the above statement. I have read and understand the attached Town of Lewisville policy regarding Nonprofit Funding and Exemption.

Name: _____ Signature: _____
Title: _____ Date: _____

If you need guidance in completing this form, please contact Town Clerk at 336-945-1022 or townclerk@lewisvillenc.net.



**RESOLUTION 2025-044 OF THE LEWISVILLE TOWN COUNCIL TO
AMEND SPECIAL PROJECTS REVIEW COMMITTEE AND FACILITY USE EXEMPTION REQUEST**

NOW, THEREFORE, BE IT RESOLVED THAT THE LEWISVILLE TOWN COUNCIL amends the Special Projects Review Committee's charter:

1. **NAME OF THE COMMITTEE:** The Lewisville Special Projects Review Committee referred to herein as the Committee.
2. **TYPE OF COMMITTEE:** The Committee shall be an advisory committee to the Town Council referred to herein as Council.
3. **MISSION:** Review nonprofit projects submitted for funding, review facility use exemption requests, and make recommendations to Council for consideration.
4. **MEMBERSHIP:** The Committee shall consist of three (3) members of Town Council, the Finance Director, Town Manager, Town Clerk and Town Attorney.
5. **TERMS OF APPOINTMENT:** Committee members are for two (2) years and are to be appointed by Council at the Organizational Meeting after Town elections are certified.
6. **FUNDING ALLOCATION:** Committee members shall make recommendation to Council in the distribution of Funding & Exemption requests based on allocation adopted in each Fiscal Year Budget.
7. **APPLICATION PROCESS FOR GRANT REQUEST:** Non-profit organizations may apply annually during the month of April for funding request. The Committee shall review applications in May, make recommendations to Council in June, and funding distributions to successful grant requests shall be paid after July 1.
8. **APPLICATION PROCESS FOR FACILITY USE EXEMPTION REQUEST:** Non-profit organizations may apply annually in August to be included on the Facility Use Exemption List at Mary Alice Warren Community Center (MAWCC). The Committee shall review applications in September, make recommendations to Council in October, and revision to Chapter 16 Code of Ordinances shall be updated accordingly in November.

9. **MEETINGS:**

- a. The Committee shall meet once per year to consider grant funding request and once a year to review facility use exemptions as outlined above.
- b. Minutes of all meetings shall be maintained in accordance with the Public Records laws and regulations.

BE IT FURTHER RESOLVED THAT THE LEWISVILLE TOWN COUNCIL amends the Special Projects Funding Policy and application included herein.

Adopted this the 9th day of October 2025 by the Lewisville Town Council.

ATTEST:

Mike Horn, Mayor

Angela Lord, Town Clerk