

## **BOARD FUNDING GUIDELINES & PROCEDURES**

### **HUMAN SERVICES ADVISORY BOARD**

#### **BOARD OVERVIEW**

The Chapel Hill Human Services Advisory Board (“Board”) is charged with assessing the human service needs of Town residents, identifying service gaps, advising the Town Council on funding needs, and making recommendations for funding of outside human service agencies. The Board uses readily available assessment data (i.e., Board-directed community needs assessments, Census data, and available County statistics on human service needs) to develop a list of funding priorities to guide Board decisions. These documents are available for public review at the Board’s web site <http://www.townofchapelhill.org/index.aspx?page=131> or by request.

Like other jurisdictions locally and statewide, the Town approaches outside agency funding from a “zero-base” perspective and requires agencies to apply for funds each successive year. Agencies with proven records of success are considered most favorably.

The budget appropriation available for the Board and on which it bases its final recommendation to Council is determined by the Town Manager. The Board is typically informed of the final appropriation during the month of May. Typically, the Board makes a funding recommendation to the Town Council in June. Once Council approves the recommendation, the agencies are notified and a Performance Agreement will be executed effective July 1<sup>st</sup>.

Each year, the Chapel Hill Human Services Advisory Board, the Town of Carrboro, and Orange County government coordinate the application process for outside nonprofit agency funding requests. The three governments employ the same application form and required attachments for submission.

#### **BOARD FUNDING DECISIONS: ARRIVING AT FINAL FUNDING DECISIONS**

The Town does not mandate a specific rubric measure for the Board to apply in arriving at a funding recommendation. Moreover, the Board does not employ a set rubric in arriving at its final decision. However, funded agencies typically demonstrate some or all of the following characteristics below and are assessed based on their full body of work with these criteria in mind:

- Programming directly benefitting Town residents and service delivery based in Chapel Hill or Orange County
- Demonstrated financial need
- History of programmatic success

- Mission alignment with guiding Board documents, including: the Town of Chapel Hill 2020 Comprehensive Plan, the Needs Assessment, and stated Board Funding Priorities
- Mission or programming not otherwise addressed by current Town services
- Mission and vision alignment with agency programming
- Coordination and partnership with other agencies
- Diverse and healthy funding sources

#### **INCREASED OR REDUCED FUNDING**

The Board makes every effort to maintain funding levels for agencies, particularly those which have proven themselves to be good stewards of Town funds and which have used funds to advance worthwhile programming. Notably, however, the Board looks favorably on agencies viewed as being more effective than peer agencies based on meaningful, measurable outcomes and/or based on innovative programming design.