



## Agenda Abstract

### BOARD OF COMMISSIONERS

Meeting Date:	Feb. 23, 2026
Department:	Administrative Services
Agenda Section:	Regular
Public hearing:	No
Date of public hearing:	None

#### PRESENTER/INFORMATION CONTACT

Administrative Services Director Jen Della Valle

#### ITEM TO BE CONSIDERED

**Subject:** Nonprofit Funding Process Review Continued

##### Attachments:

1. Revised draft policy
2. Draft mid-year report
3. Updated scoring guide (changes highlighted)

##### Summary:

The town board discussed the nonprofit partnership program at the first budget retreat on February 9. Below are updates on the items that require follow-up.

##### Policy

The town board discussed the revised nonprofit partnership policy and did not note any further changes. Added 501(c)(4) designation in the policy following board discussion. Staff requests that the town board formally approve the revised policy.

##### Reporting requirements

The town board indicated support for requiring all nonprofit partners to submit an annual report to the town by September 1, following the conclusion of the fiscal year in which the organization received funding. Some board members expressed an interest in a more frequent report to help guide funding decisions for the upcoming year. A draft mid-year report is included as an attachment.

Here is a sample timeline for an agency:

- Spring 2026 – Agency submits funding request for FY27
- June 2026 – Board decides to fund Agency
- Jan. 2027 – Agency submits mid-year report
- Spring 2027 – Agency submits funding request for FY28
  - o Town board receives FY28 application and FY27 mid-year report
- June 2027 – Board funds Agency for second year
- Sept. 2027 – Agency submits annual report

##### Scoring Guide

- Following the town board's February 9 board meeting, the following changes were made to the draft scoring guide:
  - o "General Information and Description" criteria reduced from 10% to 5%

- “Town Objectives” criteria increased from 20% to 30% and placed higher in the scoring guide
- “Fiscal Sustainability” criteria reduced from 15% to 10%

**Financial impacts:**

No additional financial impacts at this time.

**Staff recommendation and comments:**

N/A

**Action requested:**

Approve policy revisions. Discuss and provide feedback.