Board of County Commissioners
Leon County, Florida

9.07.2

Policy No. 00-4

Title:	Human Service Requests for Discretionary Funding
Date Adopted:	February 29, 2000
Effective Date:	February 29, 2000
Reference:	N/A
Policy Superseded:	Policy No. 99-4, "Mid-Fiscal Year Funding Requests from Outside Agencies," November 23, 1999

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that:

Policy No. 99-4 "Mid-Fiscal Year Funding Requests for Outside Agencies," adopted by the Board of County Commissioners on November 23, 1999, is hereby repealed and superseded, and a new policy is hereby adopted in its place, to wit:

Human Service Request for Discretionary Funding

1. Board Intent

a. All requests for funding which can legitimately be planned for must be made through the normal budget cycle.

b. The initial disposition of the Board will be to disapprove or delay all requests made outside the normal budget cycle.

c. The full impact of any request on the present and future resources of the County must be disclosed.

d. No requests for funding during the fiscal year may come directly to the Board without prior administrative review as specified in this policy.

2. Procedures

The following procedures shall govern all funding requests made during the fiscal year outside the normal budget cycle:

a. Outside agencies or individuals requesting funding from the Board of County Commissioners any time during the fiscal year shall first submit their requests in writing to the County Administrator.

b. The County Administrator is authorized to develop forms and procedures to be used by

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outside agencies or individuals.

c. All request will be brought to the Board for consideration at a regularly scheduled meeting.

d. Requests approved by the Board will be funded from the Commissioner's Discretionary Account.

e. In the case where funding has been exhausted in the Commissioner's Discretionary Account, all requests will be denied at the staff level, and the Board will be notified via inter-office memorandum.

3. **Evaluation Criteria**

All funding requests will be evaluated and funded at the discretion of the Board.

4. **Exceptions**

a. Mid-year requests from athletic teams or similar organizations for funding from the Board's Youth Sports Team Fund are exempt from this policy.

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