

Guidance for Arts and Recreation Review Committee
Developed by Greenbrier County Commission

The Arts and Recreation Committee(ARC) was established as a support organization to the County Commission. Its chief purpose is to assist the Greenbrier County Commission (GCC) in evaluation and administration of the numerous applications that are received for the distribution of funds relating to collections of taxes on hotel and motel rentals. This function is of great service to the GCC and requires a great deal of time and thoughtful deliberation on the part of the members of the Arts and Recreation Committee.

Recently the GCC took action to standardize the process of requesting grants from the committee. While intended to help the ARC administer grant funding, this action will likely cause an increase to the workload of the committee. Additionally, this action has caused some apprehension among many of the grant recipients. It is not the intent of the GCC to create any confusion or disruption to the ARC's process or procedures. The desire to provide you with some priorities and tools to use in accomplishing your task has precipitated this memorandum of guidance.

The GCC recognizes the wide range of applications you receive each funding cycle. These tasks, for the most part, relate to well deserving organizations or groups. Having to allocate limited funds to a wide range of requests is, at best, a difficult assignment. The following are some guidelines to use in performing your duties:

- Types of organizations (listed in order of preference)
 - Organizations that demonstrate their ability to generate or contribute to economic well being of the county
 - Organizations that generate a substantial portion of their funding from sources other than the county.
 - Organizations that support or provide their services or products to a large population base
- Preferred types of disbursements
 - Disbursements that provide funding for assets that have long term longevity or impact. This is not intended to create a limitation on operational funding requests.
 - Funding requests that can leverage GCC provided funds. Match funding used to secure additional grants.
 - Many organizations have strong organizational support for activity based uses. Often these organizations support a substantial portion of their costs from user based fees but lack the ability to make investments that assist their efforts in year to year needs. County expenditures to support long term viability of these organizations are perceived to be good uses of governmental or county funding

- Disbursements that support startup activity in the form of seed money. These disbursements would likely focus on uses the ARC believe to have long term impact and a projected ability to generate a substantial portion of their future operating costs as the organization matures.
- Administration of funding requests
 - The GCC does not object to the ARC having different processes or procedures that match the capabilities of the requesting organizations. In general the County favors monitoring that does not require the county to increase operating costs where it is not required. For instance:
 - Some organizations provide outside monitoring of their activities in the form of third party audits or reviews. Organizations in this class that pay for outside audits can potentially provide the County with reduced operating costs. Where the outside review process is acceptable, the GCC does not object to using these assurances to reduce County monitoring.
 - Some organizations are not large enough or funded in a manner which is conducive to outside reviews or audits. Outside reviews are generally expensive and could be a barrier to organizations requesting funding from the County. In these cases the County is favorable to performing certain review and funding services even down to the invoice or other documentation level. This GCC believes this level of service is necessary to provide funding benefits that reach the smaller organizations.

This guidance is provided to assist the ARC in the performance of its duties. It is not intended to replace the exercise of good judgment in the execution of the ARC's intended purpose. It is anticipated that the ARC will receive funding requests that the committee believes supersede these guidelines. When these conditions arise, the ARC is encouraged to present these requests with its recommendations to the GCC. If there are any questions or clarification of specific funding requests needed, please bring them and your recommendations to the GCC's attention. You can do this by contacting the President or any member of the Commission or their administrative representative.