



Fiscal Year 2025 Rockingham County Non County Specials Funding Request Instructions and Authorization Certification

1. Complete the Fiscal Year 2025 Funding Application, and email it with the following documents to lmattila@co.rockingham.nh.us :
 - a. Organizational Chart / Personnel Structure
 - b. Organization Bylaws
 - c. List of Board/Council Members (Names and Addresses)
 - d. Fiscal year 2024 Budget (including expenses, revenues, and revenue sources)
 - e. Most recent annual financial statements

2. Fill out and sign authorization certification (second page of the instructions). Send by email, fax, or mail to Leila Mattila:

Email: lmattila@co.rockingham.nh.us

Fax: 603-679-9354

Mail: Rockingham County
Attn: Leila Mattila
119 North Road
Brentwood, NH 03833

DUE DATES

Application, authorization certification, and items A through D listed above are due no later than:

March 29, 2024

End of year pro forma financial statements for your most recent fiscal year (item E) are due no later than:

March 29, 2024

Questions? Call Leila Mattila at 603-679-9350

or email lmattila@co.rockingham.nh.us

**Fiscal Year 2025 Rockingham County Funding
Request Authorization Certification**

I certify that the submitted information is true and accurate to the best of my knowledge and belief and that I am duly authorized by the requesting organization to submit this request.

| | |
|-------------------------|--|
| Name of Organization: | |
| Submitter Name / Title: | |
| Signature: | |
| Date: | |

FY 2025 QUARTERLY NON COUNTY
SPECIALS FUNDING REQUEST PROCESS

To receive quarterly funding, each non-county special needs to forward to the Finance Office the following documents:

1. A request for the quarterly funds, signed by an authorized individual from the organization.
2. Certificate of Authority; the authorized person is the entity duly authorized to represent the organization.
3. A summary of the organization's activities for the quarter (this can be a short or long narrative).
4. Financial statements for the quarter (these do not have to be audited statements): balance sheet and income statement; many organizations do comparative to the prior year and some also include YTD numbers (for the income statement).