



## COMMUNITY PARTNER BUDGET REQUEST APPLICATION PROCESS

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This document provides guidelines for preparing 2027 Community Partner budget requests to the Douglas County Board of County Commissioners via the online webform submission process. These are the steps required for this process.

1. Website Login – use link provided here: <https://www.dgcoks.gov/user/password> and follow prompt to reset password for your agency’s account. Check the email that was used to create the agency account to confirm that an account has been created. Follow the link in your email to reset password and update your contact information. Click Save. Once password is reset, click “View” tab to see profile.
2. Go to Landing page for Webform submissions – click on helpful link “Community Partner Budget Request Form” displayed on login user page to get to application form link <https://www.dgcoks.gov/administration/budget/budget-request-form> and follow instructions below for completing a Community Partner Budget Request Form.
3. Fill out the form according to the instructions below.
4. Save draft or Submit. You may come back to the form at any time to complete the application. Remember that in order to fill out the application, you will need to make sure to be logged into the website first.
5. Once you have submitted the application, you will receive an email with attached documentation of the submitted information, as well as a link to return to the application if you need to make any changes. **The link will only work to access the form if you are logged into your account created in Step 1 above.**

## Instructions for Completing the Community Partner Budget Request Form

### 1. Basic Information (\*asterisks indicates required field)

#### Primary Contact Information

Contact Name \*

Agency/Organization

Request Amount (Pre-filled with the ongoing amount of 2026 County funding)

Phone Number \*

Email Address \*

Primary Website URL

#### Secondary Contact Information

Contact Name

Secondary Contact Phone

Secondary Contact Email Address

Click SAVE DRAFT to come back to form later or CONTINUE to go to next screen.

### 2. Community Partner Summary

- Community Partner Overview \* (2000 character limit)

This is an overview and description of the Agency (type of services provided to Douglas County residents) and the use of County funding. **This will eventually be displayed on the County's Community Partner Dashboard when it goes live.**

- Service Overview \* (4000 character limit)

In this section, please provide data, performance measures or metrics that outline how many citizens are impacted by the services you provide. Please provide any information available on the effectiveness and efficiency of the services provided. If there is unmet need in the service area, please include that data and information as well.

Click SAVE DRAFT to come back to form later, PREVIOUS to go back to prior screen or CONTINUE to go to next screen.

### 3. Equity

- What is your organization doing to advance equity? \*

Please describe what your organization is doing to advance equity in Douglas County? Please discuss what your organization is doing specific strategies and/or initiatives?

- Have you employed strategies to mitigate equity considerations? \*

Please list below how you monitor and evaluate the impact of your services on different sections of the community? What data and/or performance indicators do you use to measure your impact on clients and different parts of our community?

Click SAVE DRAFT to come back to form later, PREVIOUS to go back to prior screen or CONTINUE to go to next screen.

### 4. Budget Request Analysis

- Analysis of Revenue Sources \*

Explain your current revenue structure and outline each source of revenue. Please discuss the potential for alternative sources of revenue. Provide a narrative on how

county funding is used by this agency, as well as any changes to the agency's revenues or expenditures from previous years. Included in this narrative should be a description of any other funding reductions that have been received from other sources, and how those losses in revenue will be accommodated.

- Analysis of beginning and ending fund balances and dedicated or restricted cash reserves \*

Please describe any changes, modifications, or variances in beginning and ending fund balances from what was previously budgeted or estimated, restrictions on any dedicated cash reserves, and any new funding sources.

- Analysis of Expenditure Changes \*

Please outline any major changes to expenditures. Describe any increases in demand for services or other drivers on expenditures.

Click SAVE DRAFT to come back to form later, PREVIOUS to go back to prior screen or CONTINUE to go to next screen.

5. Supplemental Request (This section of the form is used to request additional funding or to apply to Douglas County as a new funding source.)

- How many supplemental requests would you like to make? (Up to five) \*

Select from drop down menu the number of supplemental requests you'd like to request, if you have no supplemental requests, please select None and continue to the next step by selecting CONTINUE to go to next screen. Otherwise select the number of supplemental requests needed and place them in priority order from 1-5, 1 being the highest priority and 5 being the lowest priority. Then fill out and repeat the following fields for each supplemental request.

- Will this supplemental request be one-time or ongoing? \*
- Supplemental Amount \*

Enter the dollar amount of any additional funding requested. **Do not include cents.**

- Purpose of additional revenue from Douglas County (4000 character limit)

Explain the purpose of the additional amount requested and the impact if request is not funded. The amount stated here should just be the additional amount requested, which is not included in the status quo budget request.

- Impact if supplemental request not funded

Please explain the potential effects of what could happen if funding is not approved.

Click SAVE DRAFT to come back to form later, PREVIOUS to go back to prior screen or CONTINUE to go to next screen.

6. Budget Detail (For this section of the form, you will need to have your Community Partner Budget Details Spreadsheet completed. The Community Partner Budget Details Spreadsheet can be found on the Landing Page for web submissions, the hyperlink in the light blue box on step 6, or by clicking this link: <https://www.dgcoks.gov/media/9643>.)

**Community Partner Budget Detail –Excel Spreadsheet instructions**

This includes revenue sources, both firm and soft, and expenditures by major categories and individual line items.

- **[Insert Organization Name]**  
Click this cell, cell B3, this should be replaced with your organization's name
- **2023, 2024, 2025 Actual Columns**  
This should be actual revenues and expenditures for the full year 2023 through 2025. Fund balance should be the unrestricted beginning balance on 1/1/20xx. Do not include dedicated or restricted cash reserves.
- **2026 Adopted Budget Column**  
This should be the final adopted 2026 Budget.
- **2026 Current Estimated Column**  
This should be a review of the 2026 budget by line items and any changes at this time. Adjust line items that will change in this current year. Amounts should be what are anticipated **for the full year**. This will provide a better estimate for the fund balance beginning January 1, 2027.
- **2027 Budget Request Column**
  - **The Douglas County 2027 Budget Request cell G9 should reflect the status quo budget.**
  - The status quo budget request is defined as a budget that **reflects the same level of ongoing funding without an adjustment for inflation and without one-time funding received in the previous year.**

Once the Community Partner Budget Details Spreadsheet is completed, use it to fill these two boxes in step 6:

- **Total Community Partner Budget \***  
Enter the 2027 Total Community Partner Budget from the highlighted cell, **cell G34**, in the Community Partner Budget Detail Spreadsheet.
- **Unrestricted Fund Balance \***  
Enter 2027 Unrestricted Fund Balance from the highlighted cell, **cell G8**, in the Community Partner Budget Detail spreadsheet.

Click SAVE DRAFT to come back to form later, PREVIOUS to go back to prior screen or CONTINUE to go to next screen.

## 7. Final Steps

- **Community Partner Budget Details \***  
Attach the Community Partner Budget Details (Excel file). The Community Partner Budget Details Spreadsheet can be found on the Landing Page for web submissions or by clicking this [link](#).
- **Additional information (PDF) any attachments with tables or additional information** If there are additional reports, data, service-related documents that will help describe the agency and the services provided, please feel free to attach them in a PDF format here. **Attachments must be formatted in landscape orientation. Attachments not in landscape orientation will not be included in the budget book.**

Click SAVE DRAFT to come back to form later, PREVIOUS to go back to prior screen or SUBMIT to complete submission.

Once Community Partner Budget Request Form is submitted:

- You will receive an email confirmation from [AD-budget@dgcoks.gov](mailto:AD-budget@dgcoks.gov) with attachments to show your submission
- A link will be provided in the confirmation email to access the form and make adjustments if needed.
- To edit after submitting, you must follow the instructions in the confirmation email.

For questions or concerns, please contact our team at [AD-budget@dgcoks.gov](mailto:AD-budget@dgcoks.gov).