



**Arlene Matney**  
Director of Finance & Budget

Date: January 6, 2026

Dear Non-Profit Agencies,

Tazewell County's external program funding process for the fiscal year beginning July 1, 2026 is open. As part of the process, the County will require an application to be submitted for evaluation. The evaluation will take into consideration the alignment of the request with the focus area of the County and the number of Tazewell County residents served by the outside agency or charitable organization. The application is attached with this notification.

The application evaluation will include a review committee. The review committee consists of two Board of Supervisors members, the Tazewell County Administrator and Director of Finance & Budget. The review committee will provide the full Board of Supervisors recommendations on which requests should be incorporated into the County Budget. The Board of Supervisors will review the recommendations of the review committee and determine which recommendations to include in the budget as is feasible based on financial constraints.

Requests for funding in the upcoming budget shall not be considered unless accompanied by the required application form. The application form and additional information is attached to this letter and will also be available on our website at:

<https://tazewellcountyva.org/wp-content/uploads/2026/01/FY26-27ExternalAgencyRequestforFunds.docx>

The application and all required attachments will be due no later than 4:30 PM, Saturday, January 31, 2026. Upon receipt of this information, the County will consider the agency's request during the preparation of the County's budget for the upcoming fiscal year, which will begin on July 1, 2026.

If you have any questions or need additional information, please contact me at (276) 385-1206 or Eric Young at (276) 385-1208.

Sincerely,

**Arlene Matney**  
Director of Finance & Budget