

Lafayette County Children's Services Fund

Management Policy / Monthly Funding Request Policy

TITLE: Applications for Funding

MANUAL: Management

DATE: June 19, 2019

Rationale or background to policy/practice:

The LCCSFB provides monthly requests for funding applications. Applications are due by the second Friday of each month.

Policy Statement: Any agency that meets the criteria listed in Section 8.3 of the LCCSFB Bylaws may apply for funding. All applications must include at least the following information in order to be considered for funding; evidence that the agency is incorporated or authorized to do business in the State of Missouri as a not-for-profit corporation or is a governmental entity; a list of directors or trustees of the corporation; a proposed budget of the agency for the past year as well as the year for which they are applying, an annual financial audit conducted by an independent organization or outside reviewer, a summary of the services proposed to be offered, an estimate of the numbers of persons to be served. The LCCSFB has the right to request additional information it deems necessary from applying agencies in a form the LCCSFB designates.

The board of directors shall make decisions on funding at its regularly scheduled monthly meetings of each calendar year. The board, at its discretion, may make funding decisions at other times.

Procedures:

- A. For agencies approved of funding, funds will be made available at the next month's meeting of the LCCSF Board of Directors. For applications received and approved in the month of June, payment will be made available at the August board meeting. The board, at its discretion, may make funding available sooner if the board deems it necessary.
- B. Agencies are required to submit a year-end service summary report identifying the outcomes listed in their submitted applications. The service summary report will be due 30 days after the end of the funded year. The funded year will begin on the date of board approval and will end 12 months to the date. Agency service summary reports may be submitted prior to the funded years end, after the funded project has been completed and outcomes have been achieved.
- C. No agency shall be permitted to apply for an additional monthly funding request, for the same tiered application, unless all service summary reports are submitted and all required documents received.
- D. Monthly funding applications may not exceed the amount listed on the application, in accordance to the application tier level. For tier 1, no more than \$1,000 may be requested. For tier 2, no more than \$15,000 may be requested.

MONTHLY FUNDING REQUEST POLICY

- E. Agencies requesting more than \$16,000 dollars a year will be required to submit funding requests through one of the two funding cycles available each year.
- F. Agencies are required to provide an annual financial audit. For monthly funding requests, agencies will be permitted to submit an audit performed by an outside evaluator as opposed to an independent organization. Agencies using an outside evaluator must submit the following information: Person performing financial audit (review/evaluation), relationship reviewer has with the agencies board of director and employee(s), board policy for review of financial statements, and a signed audit report.
- G. Applications are online at www.lccsf.org under the Proposal Requests category or through request from the Executive Director.

Adopted and approved by the Board on:

Date

Board Chair