

## **COMMUNITY SERVICE ORGANIZATIONS 2019 GRANT REQUEST**

### **APPLICATION INSTRUCTIONS**

Due Date: Friday, August 31<sup>st</sup>, 2018, 5pm. Late applications will not be considered.

CSO requests follow a competitive application process, as requests will likely exceed available funds.

Please review the entire packet of forms prior to starting your application. Do not omit any of the requested information or required attachments. If an item does not apply to your program, note "N/A" for that item. A checklist is attached in this packet for your use.

### **SUBMISSION FORMAT:**

The City Administration plans to incorporate all grant submissions into a digital document for the City Council to review. For this reason, we require that the submissions to follow a uniform format. Please do not provide supplementary materials, which are not in the direct format of this packet.

Please submit **one (1) DOUBLE-SIDED COPY** and **ONE COMPLETE PDF FILE**

Address: City of Valdez, Attn: Finance Department, PO Box 307, 212 Chenega, Valdez AK 99686

### **QUESTIONS:**

Please contact Magdalena McCay, Comptroller, at 834-3454.

## GRANT FUNDING REQUEST FOR COMMUNITY SERVICE ORGANIZATIONS

### **CRITERIA, RESTRICTIONS, and INSURANCE REQUIREMENTS**

The City of Valdez strives to ensure that a wide variety of programs and services are made available to the community. The objective of this grant program is to provide funding assistance to agencies and organizations to expand these opportunities in Valdez.

**CRITERIA:** The City Council will evaluate your application based on:

I. Purpose of the Program: What demonstrated community need is being met? What is the impact on the community if your program is not provided? What other programs/agencies exist to meet this need? How do they compare to your program?

II. Management of the Program: Effective management of financial and human resources? Appropriate technical skills and knowledge of this program service? Fiscally responsible? Proven ability/track record?

III. Fiscal Health of the Program: What internal controls are employed to ensure adherence to approved financial policies and oversight? What financial reserves are available to deal with unanticipated fiscal impacts?

IV. Community Support of Program: Strong participation? Volunteer services? Financial support shown through private and corporate contributions, user fees, in-kind donations?

V. Specifics of Program: Target population - who benefits from your program? Cost effective? Well thought-out concept and organized plan of action? Measurable results?

**RESTRICTIONS:** Restrictions on this funding include:

I. The organization must have obtained a non-profit status recognized by the State of Alaska before a contract can be executed. Informal associations are not eligible for grants.

II. There are no guarantees of annual funding; the intent is for your group or program to become self-sufficient.

III. This grant funding is subject to the availability of funds lawfully appropriated for disbursement.

IV. Grant funding is intended to supplement your budget, not to fund your program in total.

V. Programs and services are the goal; grant funds are not to be used for construction activities. No equipment purchases of over \$500 will be permitted.

VI. Grant funding is not intended to provide an increase to the fund balance of your organization. Funds are to be **fully** expended in the 2019 fiscal year on the specified program(s).

NOTE: This list is not intended to be all inclusive.

II

Criteria, Restrictions, and Insurance Requirements (continued)

**INSURANCE REQUIREMENTS:** Insurance requirements for Grant Recipients include:

A certificate of insurance naming the City as additional insured must be in effect during the entire contract period, including the following:

- \* Worker's Compensation as required by Alaska Statutes and Employer's Liability in the amount of \$100,000.
- \* Comprehensive General Liability to include premises operation, contractual liability, and personal liability in a minimum amount of \$1,000,000 combined single limit.
- \* Comprehensive Auto Liability - \$500,000 per accident (for programs requiring the use of vehicles owned and/or hired)

**AUDIT REQUIREMENTS FOR FUNDING REQUESTS OF \$100,000 OR MORE:**

The Grantor requires a recipient receiving \$100,000 or more in the organization's fiscal year to conduct an independent audit by certified public accountant that is in conformity with generally accepted accounting principles in the United States of America. A copy of the financial statements and all audit findings must be submitted to the City of Valdez within 30 days after recipient receives the audit report.

Future funding requests will only be considered if prior year audits are on file with the City of Valdez as described above. If most recent audit is still pending at the date of application the City of Valdez must receive written notice of the audit status with the submittal.

### III

## GRANT FUNDING REQUEST FOR COMMUNITY SERVICE ORGANIZATIONS

### 2019 FUNDING REQUEST/CERTIFICATION FORM

ORGANIZATION NAME: Valdez Youth Court PHONE: 907-835-8885

ADDRESS: PO Box 3572, Valdez, AK ZIP: 99686

CONTACT PERSON: Tanya Young PHONE: 360-852-0931

CONTACT PERSON E-MAIL: vdzyouthcourt@gmail.com

PROGRAM TITLE: United Youth Courts of Alaska Conference

FUNDING REQUEST FOR 2019: \$ 7,700.00

1. Non-Profit Corporation? Yes X No         
 Date of incorporation: 4/14/1999 Federal Tax ID #: 92-0166747

2. Organization's estimated TOTAL 2019 operating budget: \$ 48,800.00

3. Historical Funding and Membership Information

	Total CSO Budget	City Funding	City % of Total	# of Members
2016	N/A	N/A	N/A	N/A
2017	N/A	N/A	N/A	N/A
2018	N/A	N/A	N/A	N/A
2019	N/A	N/A	N/A	14 youth

4. What was previous grant funding used for? Be specific.



Valdez Youth Court did not apply for previous grant funding.

ATTACHMENTS: (label as indicated)

- Copy of your organization's most recent fiscal year end financial statements including balance sheet and profit and loss, and sources and uses of revenues. These statements must also show all accumulated fund balances for all of the organization's assets. (label page 2)
- Copy of balance sheets from three prior fiscal years. (label page 3)
- Copy of your organization's estimated current operating budget, including revenues and expenditures. (label page 4)
- Copy of proposed 2019 budget, including revenues and expenditures. (label page 5)
- Copy of your organization's balance sheet and profit and loss as of 6/30/2018

CERTIFICATION: (must be signed by both individuals)

I certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of my knowledge.

 EXECUTIVE DIRECTOR (or equivalent)	<u>8/30/2018</u> DATE
 BOARD OF DIRECTORS (or equivalent) DATE	<u>8/30/18</u> PRESIDENT,

(Organization's Most Recent Fiscal Year-End Financial Statement to include all fund balances on all organization's funds)

(All Funds)

Recent FY-end 2018 (7/1/17 to 6/30/18)

<b><u>Personnel</u></b>	
Salary	\$12,193.86
Payroll Taxes	\$2,619.72
Workers Comp	\$190.92
Total Personnel	\$15,004.50
<b><u>Professional Services</u></b>	
The Foraker Group	\$787.50
<b><u>Traveling/Training</u></b>	
UYCA Conference	\$10,831.30
UYCA Directors Conf	\$811.76
Other Training	\$114.49
Total Traveling/Training	\$11,757.55
<b><u>Supplies</u></b>	
Office Supplies	\$2,902.29
Meeting Supplies	\$478.14
Total Supplies	\$3,380.43
<b>Total Expenditures</b>	<b>\$30,929.98</b>
<b>Source</b>	<b>Amount</b>
State Grant	\$ 23,400.00
Sponsor Letter	\$ 2,800.00
Amazon Smile	\$ 12.65
United Way	\$ 0
Apple v. Donuts	\$ 2,354.50
Student Fundraisers	\$ 1,700.00
<b>Total Revenue</b>	<b>\$ 30,267.15</b>
<b>Assets</b>	<b>\$ 74,778.48</b>

## (Copy of Three Prior Fiscal Years' Balance Sheets)

FY2018 (7/1/17-6/30/18)

<b><u>Personnel</u></b>	
Salary	\$12,193.86
Payroll Taxes	\$2,619.72
Workers Comp	\$190.92
Total Personnel	\$15,004.50
<b><u>Professional Services</u></b>	
The Foraker Group	\$787.50
<b><u>Traveling/Training</u></b>	
UYCA Conference	\$10,831.30
UYCA Directors Conf	\$811.76
Other Training	\$114.49
Total Traveling/Training	\$11,757.55
<b><u>Supplies</u></b>	
Office Supplies	\$2,902.29
Meeting Supplies	\$478.14
Total Supplies	\$3,380.43
<b>Total Expenditures</b>	<b>\$30,929.98</b>
<b>Source</b>	<b>Amount</b>
State Grant	\$ 23,400.00
Sponsor Letter	\$ 2,800.00
Amazon Smile	\$ 12.65
United Way	\$ 0
Apple v. Donuts	\$ 2,354.50
Student Fundraisers	\$ 1,700.00
<b>Total Revenue</b>	<b>\$ 30,267.15</b>
<b>Assets</b>	<b>\$ 74,778.48</b>

FY2017 (7/1/16-6/30/17)

<b><u>Personnel</u></b>	
Salary	\$8,543.22
Payroll Taxes	\$1,530.05
Workers Comp	\$580.00
Total Personnel	\$10,073.27
<b><u>Professional Services</u></b>	
The Foraker Group	\$702.50
<b><u>Traveling/Training</u></b>	
UYCA Conference	\$810.00
UYCA Directors Conf	\$1,223.00
Restorative Justice Summit	\$1,124.56
CDVSA Prevention Summit	\$240.00
LGBTQ Training	\$153.00
Total Traveling/Training	\$3,550.56
<b><u>Supplies</u></b>	
Office Supplies	\$813.30
Meeting Supplies	\$438.43
Member shirts	\$
Total Supplies	\$1,251.46
<b>Asset</b>	<b>\$82,975.00</b>
<b>Total Expenditures</b>	<b>\$15,577.79</b>
<b>Source</b>	<b>Amount</b>
State Grant	\$ 23,400.00
Sponsor Letter	\$ 4,250.00
Student Fundraisers	
Amazon Smile	\$ 7.33
United Way	\$ 6,000.00
Apple v. Donuts	\$ 3,096.50
Providence Valdez Medical Center	\$ 20,000.00
<b>Total Revenue</b>	<b>\$ 56,746.50</b>

## **FY2016 EXPENDITURES**

### **Personnel**

A. Salary (annualized @ 20 hours/wk )	22000
B. Payroll Taxes	2700
C. Workers Compensation Insurance	580

<b>TOTAL Personnel</b>	<b>25,280</b>
------------------------	---------------

### **Professional Services**

The Foraker Group	2320
	<b>2,320</b>

### **Travel/Training**

A. UYCA Conference in Kodiak for 10 youth and 2 adults	
1. Transportation \$600 per person roundtrip Valdez to Kodiak	7200
2. Lodging	1500
3. Registration for 2 chaperones	150
4. Food and transportation while at conference	300
 B. Annual UYCA Directors Conference	
1. Gas for Travel	200
2. Lodging	400

---

<b>TOTAL Travel/training</b>	<b>9,750</b>
------------------------------	--------------

### **Supplies**

A. Office Supplies	
Stamps, paper, office supplies, ink etc	400
 B. Meeting Supplies	
1. Law Class food and supplies	250
2. Bar Meeting/Court Prep snacks	500
C. Program shirts	1000

---

<b>TOTAL Supplies</b>	<b>2,200</b>
-----------------------	--------------

---

<b>TOTAL</b>	<b>39,500</b>
--------------	---------------

---

## REVENUES

State Grant	26,200
Sponsor Letters	2,300
Student Fundraisers	2,000
United Way	6,000
Apple & Donuts	3,000

**TOTAL**

---

**39,500**

(Organization's Current Operating Budget)

Current FY 2019 (7/1/18 to 6/30/19)

<u>Personnel</u>	<u>Projected amount</u>
Salary	\$ 24,400.00
Payroll Taxes	\$ 2,700.00
Workers Comp	\$ 580.00
Total Personnel	\$ 27,680.00
<u>Professional Services</u>	
The Foraker Group	\$ 2,320.00
<u>Traveling/Training</u>	
UYCA Conference (Host)	\$ 15,000.00
UYCA Directors Conf	\$ 900.00
Other Training	\$ 1,000.00
Total Traveling/Training	\$ 16,900.00
<u>Supplies</u>	
Office Supplies	\$ 1,000.00
Meeting Supplies	\$ 900.00
Total Supplies	\$ 1,900.00
<b>Total Expenditures</b>	<b>\$ 48,800.00</b>
<b>Source</b>	<b>Amount</b>
State Grant	\$ 30,900.00
Sponsor Letter	
Amazon Smile	
United Way	
Apple v. Donuts	\$ -
Student Fundraisers	
<b>Total Revenue</b>	<b>\$ 30,900.00</b>
<b>Asset</b>	<b>Amount</b>
Bank Account	\$79,900.00

(Copy of Proposed 2019 Budget)

Current FY 2019 (7/1/18 to 6/30/19)

<u>Personnel</u>	<u>Projected amount</u>
Salary	\$ 24,400.00
Payroll Taxes	\$ 2,700.00
Workers Comp	\$ 580.00
Total Personnel	\$ 27,680.00
<u>Professional Services</u>	
The Foraker Group	\$ 2,320.00
<u>Traveling/Training</u>	
UYCA Conference (Host)	\$ 15,000.00
UYCA Directors Conf	\$ 900.00
Other Training	\$ 1,000.00
Total Traveling/Training	\$ 16,900.00
<u>Supplies</u>	
Office Supplies	\$ 1,000.00
Meeting Supplies	\$ 900.00
Total Supplies	\$ 1,900.00
<b>Total Expenditures</b>	<b>\$ 48,800.00</b>
Source	Amount
State Grant	\$ 30,900.00
Sponsor Letter	
Amazon Smile	
United Way	
Apple v. Donuts	\$ -
Student Fundraisers	
<b>Total Revenue</b>	<b>\$ 30,900.00</b>
<b>Asset</b>	<b>Amount</b>
Bank Account	\$79,900.00

## PROGRAM INFORMATION

ORGANIZATION NAME: \_\_\_Valdez Youth Court\_\_\_\_\_

Program Title: \_\_\_United Youth Courts of Alaska Conference\_\_\_\_\_

Complete section below. Limit comments to this page.

1. Summarize the program you are proposing. (You will provide the details in the scope of services form.)

The Valdez Youth Court will be hosting the 2019 conference for the United Youth Courts of Alaska. Each year a different youth court hosts all youth courts, guest speakers and the Department of Juvenile Justice (ie probations officers) during the 3 day conference. The conference has been scheduled for May 3-5<sup>th</sup> and will be full of educational sessions. In the sessions youth and Directors will hear from out of state and state local Justices, Judges, Attorneys and Law Enforcement. We will be conducting mock trials, mock police investigations, learning about Juvenile Probation careers, learn about Alaska's tribal courts and do team building exercises. The evening group activity will be a Stan Stephan's Cruise. The Conference provides all youth from across the state with the opportunity to meet career professionals, make connections for future education opportunities and explore all the elements of our Nation's Justice System.

2. Briefly, but specifically, describe why the program to be funded under this proposal is needed and how it will benefit the Valdez community. Is this a new or existing program? How have you determined the need for your program?

Valdez Youth Court has been in our community since 1999 providing Restorative Justice practices since. As a member of the United Youth Courts of Alaska we receive trainings throughout the year to help further our services to our community. The 3 day conference happens every year in different locations throughout the state of Alaska. Looking back, we have found that Valdez has not hosted a conference in 10-12 years. Our youth members requested last year that we be nominated for the 2019 and all voting courts approved. Our youth members are very excited to share with others what Valdez Youth Court has to offer and be a part in training not only local members, but members from across the state.

3. Is this program year-round, seasonal, or a one-time event? \_\_\_One time event\_\_\_  
Schedule: Beginning date: \_\_\_May 3, 2019\_\_\_ Ending date: May 5, 2019\_\_\_

4. Estimated number of people to be served by this program? 110 Provide formula for estimate:

Each year the attendance numbers are different. The reason is due to what funding each court is able to receive that year and the location of the conference (travel costs). Based on the last conference held on a road system town was an estimate of 110.

84 youth

16 Directors/chaperones

10 DJJ

This estimate is for those who attend, does not include guest speakers.

5. Target population served: (ie: youth, adult, Senior Citizens, disadvantaged, etc.)

The targeted population for the conference are ages 12-17 years old and are youth court members in the state of Alaska. Directors also attend to learn about more resources for their programs.

6. Is membership in your organization required for participation: Yes X No
7. Fee to participant: Member \$ \$55 Non-Member \$ \$75
8. Number of paid program staff: Full-time      Part-time 1 Temporary

ORGANIZATION NAME: \_\_\_Valdez Youth Court\_\_\_  
Program Information (continued)

9. Volunteer Services Information:

Number of volunteers:	Actual 2016	___12___
	Actual 2017	___17___
	Anticipated 2018	___17___
	Estimated 2019	___15___

Source of volunteers (parents, members, professionals, others):

Youth Court members are all youth ages 12-17 years old within the Valdez Community.  
Parents volunteer when chaperones are needed for trips and fundraisers.  
Board of Directors are formed by 7 community members from different backgrounds.  
Community Volunteers are people within the community who help with trainings and events. This is sometimes the Judge, a VPD Officer or local community member.

Types of services provided by volunteers:

VYC Board of Directors meet every month to discuss organization matters and receive updates from the Program Director.  
Parents help when a trip requires more than one adult for a specific amount of youth.  
Community members help train new members twice a year and any additional trainings that are specific to their backgrounds or professions.

10. Where will you operate this program? What facilities?

The conference will have several different session for groups of youth to attend. We have reserved two rooms at the Civic Center and will also be using the two courtrooms in the State building. The groups will travel to the different locations based on what session is happening.

ORGANIZATION NAME:

---

11. What is the specific impact on your program if City funding is available at the following percentages of your request?

75% \_This would cover all projected costs. Any additional costs that arise would be covered by VYC.

50% \_Would help cover the cost of the Stan Stephen's Cruise and some meal costs.

25% \_Would help cover travel costs for guest speakers.

0% Conference will still be hosted here, but funding the other half of the costs would fall solely on VYC.

12. The City is prohibited from contracting with businesses or persons that violate the Americans with Disabilities Act (ADA). What methods does your organization employ to comply with the requirements of ADA?

When any youth member first joins VYC it is asked if any accommodations are needed for the specific member. If the answer is yes, than all resources are used to make sure that the member's needs are met. This would include all state and federal regulations. These same requirements are made for any travel done with the member.

Program Information (continued)

ORGANIZATION NAME:

---

13. Any other comments you would like to make about your program?

---

Valdez Youth Court is an important partner in our community and has been since 1999. We provide the youth in our community with a chance to truly learn from mistakes using restorative justice, without causing further damage to their future or our community. Our program allows youth to be mentored by their fellow peers and hold true to our nation's justice system of being held accountable by a jury of your own peers.

For some youth this maybe the first time any intervention has happened in their lives and we want that to create a positive outcome for them. We want our youth to understand that taking responsibility for your actions is a part of growing, becoming better community members and better citizens.

Forms of intervention may look like community work service, essays, apology letters or for more formal interventions we may refer to mental health professionals.

We do not just focus on youth who are referred to us, but we also focus on the youth who are members. Keep in mind this can also be youth who have come through as defendants and decided to become members after successfully completing sentences. Our members receive different types of training throughout the year. Trainings can be to learn more of the legal resources, but they can also be to help prepare our youth for college or life after secondary education.

Examples of other trainings outside of the conference are the Restorative Justice Summit that covers how our state's school systems can apply restorative justice within the system to prevent the rising number of school to prison pipeline. Training about mental health within the youth community and how the brain develops when trauma has happened.

Our members are incredible role models to younger generations. They have shown a high level of commitment to their own community with every case they participate in.

ORGANIZATION NAME:

**OPERATING EXPENSES OF PROPOSED PROGRAM**

(Budget Form #1)

<u>Program Expenses:</u>	<u>Budget</u>	<u>Breakdown</u>
<b>PERSONAL SERVICES:</b>	\$__0__	
Salaries/wages		\$__0__
Employee benefits		\$__0__
Other: _____		\$__0__
<b>CONTRACTUAL SERVICES:</b>	\$__2,241__	
Reproduction/copying		\$__0__
Equipment rental		\$__400__
Data processing		\$__0__
Dues/subscriptions		\$__0__
Contractual services		\$__0__
Professional fees & services		\$__600__
Other: _Stan Stephen's Cruise_		\$__1,241__
<b>OTHER SERVICES:</b>	\$__3,750__	
Volunteer services		\$__0__
Communications/postage		\$__0__
Printing		\$__0__
Advertising/promotion		\$__0__
Electricity		\$__0__
Heating		\$__0__
Travel/transportation		\$__600__
Other: __meals/snacks__		\$__1,350__
<b>COMMODITIES:</b>	\$__1,681__	
Clothing		\$__1,331__
Office supplies		\$__350__
Building maintenance		\$__0__

ORGANIZATION NAME:

Operating supplies	\$	0
Parts & supplies - equipment	\$	0
<b>OTHER CHARGES/EXPENSES:</b>	\$	0
Insurance	\$	0
Contingencies	\$	0
Training	\$	0
Rent	\$	0
Capital equipment	\$	0
Office equipment	\$	0
Other expenses: _____	\$	0
<b>TOTAL COST FOR OPERATION OF THIS PROGRAM:</b>	\$	7,672

**FUNDING SOURCES FOR PROPOSED PROGRAM**  
(Budget Form #2)

This program budget covers the period of 5/3/2019 to 5/5/2019

<u>SOURCES OF PROGRAM FUNDING</u>	<u>GOAL AMOUNT</u>	<u>%</u>	<u>COMMITTED (Y/N)</u>
Parent Organization	\$ _____	_____	___Yes, whatever amount needed___
Gifts and Contributions	\$ 0	0	___N/A___
Membership Dues	\$ 0	0	___N/A___
Fees & charges to participants	\$ 6,350	_____	___No___
Private sector grants (specify source and date of award)			
___State of Alaska DHSS___	\$ 7,500	50	___Yes___
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
Fundraisers (specify major fundraising events/programs)			
___Fireweed 400___	\$ unknown	_____	yes, just have not received amount
_____	\$ _____	_____	_____

ORGANIZATION NAME:

_____	\$ _____	_____	_____
<b>Subtotal of Financial Support for</b>			
<b>this program:</b>	\$ <u>7,500</u>	_____	_____
<b>Supplemental Funding Requested</b>			
<b>from City of Valdez:</b>	\$ <u>7,700</u>	_____	_____
<b><u>TOTAL FUNDING FOR OPERATION</u></b>			
<b><u>OF THIS PROGRAM:</u></b>	\$ <u>15,200</u>	<u>100%</u>	

NOTE: Projected program financial support should meet or exceed projected program expenditures. If not, you must provide an explanation. If the financial support is projected to exceed the expenditures by a substantial amount, please provide an explanation as to why grant funds are being requested for this program.

The state grant does cover up to \$7,500 of costs for conference. The remaining cost of \$7,672 is to be covered by VYC through other funding. We have added a registration fee which will bring in funding, but the given estimate is only based on if that amount of attendees do register. That amount is not guaranteed and we will not have the exact numbers until the beginning of the year. VYC (parent organization) is prepared to cover whatever remaining and additional costs that may come up between now and the conference. We unfortunately will not be able to hold our annual Apple v. Donuts game this year, so we will not have that source of funding to help.

ORGANIZATION NAME: \_\_\_\_\_

### SCOPE OF SERVICES

Timeline      OUTCOMES for 2019 (What do you plan to accomplish in 2019 - be specific)

VYC fiscal 2019 year runs 7/1/2018 to 6/30/2019.

As of August 2018 the following has been done:

- Booked Stan Stephen's Cruise
- Booked Civic Center rooms
- Booked Courtrooms in state building
- Booked 4 guest speakers

Outcomes:

VYC's mission for this conference is to provide youth with educational resources that would otherwise be difficult to have in their locations. We want to provide our community with the opportunity to join us in specific sessions and learn more about youth courts in our state. Continue to reinforce the positive results of having a restorative justice program within communities. Our goal is to have at least 100 people attend the conference for all 3 days. We want each youth member to walk away with new knowledge on a part of our Justice System. We hope that other youth in the Valdez community will see and hear what we have done at the conference and become interested in joining.

Attach additional pages if necessary

*Definition: Outcome - End product or result accomplished.*  
CITY OF VALDEZ

## GRANT FUNDING REQUEST FOR COMMUNITY SERVICE ORGANIZATIONS

### APPLICATION CHECKLIST

This checklist is simply for your use in preparation of your application packet. It is not a part of the packet to be copied and submitted.

You are encouraged to check and double check your facts and figures prior to making your copies. Packets that omit any of the requested information or that contain errors in calculations **WILL BE RETURNED TO THE APPLICANT** for correction and resubmission. The ensuing delay may jeopardize your application for funding.

#### A COMPLETE APPLICATION PACKET INCLUDES:

- ☒ Funding Request/Certification form (labeled page 1)
- ☒ Recent Total Organization Financial Statement (labeled page 2)
- ☒ Copy of Prior Three Prior Years' Balance Sheets (labeled page 3)
- ☒ Current Operating Budget for Total Organization (labeled page 4)
- ☒ Copy of Proposed 2019 Budget (labeled page 5)
- ☒ Program Information forms (labeled pages 6, 7, and 8)
- ☒ Operating Expenses of Proposed Program/Budget form #1 (labeled page 9)
- ☒ Funding Sources for Proposed Program/Budget form #2 (labeled page 10)
- ☒ Scope of Services form (labeled page 11)
- ☒ Additional pages submitted by agency (label page numbers accordingly)
- ☒ Copy of Balance Sheet and Profit and Loss as of 6/30/2018

---

REMINDER: You must submit **one (1) DOUBLE SIDED COPY OF COMPLETE PACKET** and **a COMPLETE PDF FILE** before the deadline. Late submissions will not be considered for funding.

DEADLINE: **5:00 p.m., Friday, August 31st, 2018**

Early submissions are accepted and encouraged!

Thank you for your submission.