



2440 Executive Drive, Suite 214, St. Charles, MO 63303
636.939.6200 Fax: 636.939.6202
www.stcharlescountykids.org

BOARD OF DIRECTORS

Vincent Schneider
Chairperson
Ron Berrey, Ph.D.
Vice Chairperson
Dan Kuntz
Treasurer

Julie Eckstein
Chuck Gross
Betty Kramer
Frank Martinez
Arthur Wash
Valerie White

Bruce Sowatsky, LCSW
Executive Director

Janet Lewien, M.A.
Grants Administrator

Thank you for your interest in the Community Children's Services Fund!
We are pleased to be in a position to offer grants to local agencies for the purpose of serving the children and youth of St. Charles County.

The Resource Board was created out of a County Ordinance based on Missouri State Statute that allows only certain types of services to be funded. These services are listed on the front page of our Request for Funding Proposal.

The application for Emergency Services funding is nine (9) pages long, and allows applicants to attach additional pages if necessary to answer the questions completely. The application is available in hard copy.

BE SURE to include all of the information that is being requested and that the information is in the appropriate section. We have attached an appendix along with the application so as to provide guidance in terms of what is expected. If at any time you have questions, please call Bruce Sowatsky, Executive Director, or Jan Lewien, Grants Administrator, at 636.939.6200.

Sincerely,

Community and Children's Resource Board

APPENDIX

Application for Emergency Funds

Page 1

Pay attention to the Emergency Fund’s objective. These funds may only be applied for only once per CCRB fiscal year – exceptions may be made on a case-by-case basis.

Cover Page

Page 2

Provide agency information. Indicate the fund request type for which you are applying. If you are applying for multiple service areas, there needs to be an independent application for each one. **Five (5)** copies of each application are necessary.

Do not provide supplemental information if your agency file is current at the CCRB office.

Request for Emergency Funding Request

Page 3

Indicate service area for which you are requesting emergency funding.

Agency History

Page 4

Please provide agency history as it pertains to the service area affected by your emergency fund project.

Demonstration of Need

Page 5

Answer all questions in the emergency fund request area for which you are applying. Provide information about your target population (the number of people served, how you will identify and recruit those participants, etc.). Include any Letters of Support you have received for the emergency application.

Budget Justification

Page 6

For reimbursement of emergency funds, you will need to provide all costs for your requested funding area. **Please note that all items over \$1,000 must include three bids** - these bids do not have to be included in the grant request, but must be sought before the project is initiated and available upon request of the CCRB. You are not required to take the lowest bid, but you need to have an explanation for not taking the lowest bid. It is recommended that you secure bids from St. Charles County vendors and choose St. Charles County vendors whenever financially advantageous. Also, list other committed resources you may have received from other funders.

Budget Justification Narrative

Page 7

In this section, give specific backup for the amounts given on the previous page as justification for your expenses. Give examples. The more specific you are the better.

Agency Budget

Page 8

Attach budget documents that include estimated revenues and expenses for your current year's budget and actual revenues and expenses for the previous year. These statements should list programs and sources of revenue. Please indicate whether the funds are restricted or unrestricted.

Agency Assurance

Page 9

The assurance page needs to be signed by the Executive Director/ CEO/ President of your organization and by the Chair of your Board.

Scoring of Grants

The Review Committee will use the following point system in evaluating all grant proposals. The points associated with the different sections are the maximum amounts that can be awarded for that section. The highest score is 100.

Cover page, Agency Profile and Inclusion of all Necessary Paperwork	10 pts
Agency History	10 pts
Demonstration of Need	65 pts
Budget and Justifications	15 pts