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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 CCRB has set aside \$1.2 million for 2008 Capital Funds. The application for Capital requests is 10 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 Capital Funds

Page 1

Pay attention to the deadline listed on the page. Applications received after the deadline will not be considered for the funding cycle.

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.

Reimbursement for New Capital Project funding is for those agencies that will need to expand space in order to expand capacity. We understand that when opening a new facility that new staff will need to be hired and new equipment purchased, and that it will take some time to build a clientele. Under these circumstances, we may enter into an agreement to pay a percentage of the budget for this expansion, with the hope that once you hit capacity, you will move to a Purchase of Service arrangement. Overall, our preference is to have everyone with a Purchase of Service agreement.

Please include the listed supplemental information if we don't have current documents on file. **You must be a 501C3 not-for-profit organization or a governmental entity in order to qualify for funding.** Only **1** copy of each of these items is necessary.

Request for Capital Funding Proposal

Page 3

Indicate service area for which you are requesting capital funding.

Agency History

Page 4

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

Demonstration of Need

Page 5

Answer all questions in the capital 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 for the project.

Attachments

Page 6

Provide a list of contributors you are requesting funds for, both secured and pending requests.

Budget Justification

Page 7

For Reimbursement of capital funds, you will need to provide all costs for your requested capital funding area. **Please note that all capital items 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.

Budget Justification Narrative

Page 8

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. As a general rule of thumb, you may use a percentage equal to the percentage of the proposed funding request to your overall service budget.

Agency Budget

Page 9

Attach budget documents that include estimated revenues and expenses for your next year's budget and actual revenues and expenses for 2007. These statements should list programs and sources of revenue. Please indicate whether the funds are restricted or unrestricted.

Agency Assurance

Page 10

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	15 pts
Demonstration of Need	50 pts
Budget and Justifications	25 pts