

# BOARD OF FRANKLIN COUNTY COMMISSIONERS

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## Franklin County *Community Partner Organization-- "Outside Agency"* *Funding Request Application*

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Fiscal Years 2019-2020 for County Funding Requests

## ***Introduction***

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Franklin County provides funding opportunities to local community partner organizations through their annual budget making processes. Historically known as “Outside Agencies,” organizations receiving municipal and/or county funds do not operate within the formal structure of city or county governments, but depend upon support from these governments to achieve their missions or to fund special projects. Our Community Partner Organizations generally have a strong presence within the community and provide vital services, products, or activities that serve to improve the community in a variety of ways. Historically, the organizations requesting funding have generally fallen under the following three categories:

***Recreational/Arts and Culture:*** These organizations exist to promote, sustain and develop recreational, cultural and leisure activities within the community. These organizations may also sponsor educational and community events or celebrations designed to encourage a diverse cultural and active lifestyles and promote a strong sense of community.

Example: *Franklin County Historical Society, Franklin County Fair*

***Social Services:*** The primary objective of these organizations is to support or engage in activities designed to enhance the wellbeing of individuals and families within the community. These organizations provide a variety of services that primarily focus on basic human needs, access to programs and services designed to maintain human dignity, health and overall welfare of citizens.

Example: *Elizabeth Layton Center, Services for the Elderly, COF Training Services*

***Civic Organizations/Quasi-Governmental:*** These organizations have been established within our community to:

A) work for overall improvement, advancement and economic health through civic involvement, economic development initiatives and through fostering community spirit.

B) Provide services, programs or other opportunities for the betterment the community through the organization of executive boards or other Quasi-Governmental Organizations that work collaboratively with Franklin County on shared goals, concerns and interests.

Examples: *Prairie Paws Animal Shelter, Lake Region Resource Conservation and Development*

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## ***Application Instructions***

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Please answer questions in the form provided here. A fillable PDF application is also available online at the Franklin County website, [www.franklincoks.org/cpapplication](http://www.franklincoks.org/cpapplication) or Contact Janet Paddock at: [jpaddock@franklincoks.org](mailto:jpaddock@franklincoks.org), or (785) 229-3485 for assistance or information. We encourage you to access the application online in a “fill-in” PDF for completing the application; this will ensure that your submitted application is legible, and can be read easily by the Commissioners and the public.

All requested information must be completed before this application can be considered.

Applications that are incomplete or are missing required materials will not be considered until all missing information or items have been received by the County Administrator’s Office.

Applicants must submit multiple copies of the application as follows:

**County Funding Requests: 7 Copies**  
**5 Copies – County Commissioners**  
**2 Copies – County Administrator & County Clerk**

*The application process will also include a ten minute presentation and “question and answer” session with the County Commissioners. See Application Checklist for meeting schedule. The presentation **MUST** include how funds received in the past years have been used and how future funds are planned to be spent.*

***Applications must be received by the County Clerk’s Office by no later than 4:00 p.m. on Tuesday, March 5, 2019 .***

### **Contacts and Submissions Contact Information:**

#### **Franklin County Courthouse**

#### **Hand Deliver Completed Applications**

**to:**

County Clerk's Office  
Franklin County Courthouse  
315 S. Main Street  
Ottawa, KS 66067

#### **Mail Completed Applications**

**to:** County Clerk’s Office

Attn. Community Partner Funding  
315 S. Main Street  
Ottawa, KS 66067

## ***Application Checklist***

*This checklist is for applicant use only. Do not include this list in your application.*

- Complete Application Form
- 7 Copies of Application Form- **County** funding applications

### **GENERAL INSTRUCTIONS – Please work within these guidelines**

- Each copy should be identical: **do not** address applications separately to individual commission or staff members
- Please use only a staple, paperclip or binder clip to secure the application (**do not** include your application in a folder, comb binder, etc)
- Unless additional attachments (cover letter, brochure, etc) are absolutely necessary, **include only what is requested**
- Copy of Organization W-9 Form
- You may attach a year-end balance sheet to satisfy the requirements in Section IV (*Financial Information*).
- In Sections IV (*Financial Information*) and V (*Budget Information*) enter data for every question; do not leave any question blank. If a category/question is not applicable, answer “N/A” or enter a zero. In Section V (*Budget Information*) - You may attach a Line Item Budget for the revenue and expense section. **Please specify revenue sources clearly.**
- Contracts: Attach any existing “Contract for Services” that your organization has with Franklin County. Please make this the final attachment of your application packet.
- Mark your Calendar: Tentative Presentation Schedule (final schedule will be provided when applications are received)**

<b>Application Type</b>	<b>Date/Time</b>	<b>Location</b>
County Community Partner Funding Applications	March 13 <sup>th</sup> , 2019	Commission Chambers, Franklin County Annex, 1428 S. Main, Ottawa, KS 66067

### **Schedule for Decision Making Process and Availability of Funds**

→**County: Funds awarded will cover the 2019/2020 fiscal year.** The Franklin County Board of County Commissioners intends to make funding decisions in March 2019. Those decisions will be announced after the Commissioner’s study sessions and work sessions in March. The

final amount for each requesting organization becomes final upon adoption of the FY 2019/2020 budget. Adoption is planned to occur in August 2019. Funds are generally distributed in one lump sum for projects, or set up on individual basis. Distribution of funds will be made after January 1st of each fiscal year.

## SECTION I: *Cover Sheet*

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### APPLICANT INFORMATION

<b>Organization Name:</b>	
<b>Contact Person:</b>	
<b>Mailing Address:</b>	
<b>Phone:</b>	
<b>E-mail:</b>	
<b>Web:</b>	

#### Type of Organization:

- Recreation/ Arts and Culture     Civic/Quasi Governmental  
 Social Service  
 Other \_\_\_\_\_

**Requested Amount for FY19/20:** \$ \_\_\_\_\_

**Will this amount be used to leverage additional funds either through grants or other means?**

- Yes                       No

**If you marked “yes”, indicate the amount of additional funds that will be leveraged and note whether these are estimated or actual.**

\$ \_\_\_\_\_                       Estimated     Actual

**Description of request:** Using the space below, *briefly* describe how your organization will use these funds and how the proposed program/project will benefit the community. A more detailed description is requested in Section III.

**SECTION II: *Organization History***

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**Organizational History and Mission**

**Provide a brief history of your organization in Franklin County, including services provided to area residents and your organization’s Mission Statement.**

**Organizational Structure**

List your officers and director(s), indicating their terms of office



### **SECTION III. *Funding Request Justification***

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**Briefly explain how the funds will be used and why public funds are necessary to accomplish this goal. Some discussion items to cover in this section may include:**

- *whether or not the funding request has increased from prior years;*
- *whether or not this is a one-time or on-going request*
- *description of any large program or staff expansion occurring in 2019-2020;*
- *large equipment or other fixed assets that will be purchased in 2019-2020;*
- *how your project relates to city or county goals or improves the overall quality, character or health of the community; and*
- *whether or not funding will be used to leverage additional monies for your organization either through grants or other means*

**SECTION IV. Financial Information** (a current balance sheet can be submitted to satisfy this requirement)

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**Balance Sheet as of December 31, 2018:**

<i>Assets</i>	
<b>Current:</b>	
Cash	
Investments – CD’s, Etc.	
Recieveables	
<b>Fixed:</b>	
Equipment	
Building/Property	
Less Depreciation:	

<i>Liabilities</i>	
Payables	
Withholding:	
Long-Term:	
Promissory Notes:	
Mortgage:	
Owner’s Equity:	
Other:	

<u>Any other relevant Financial Information</u>

**SECTION V. Budget Information - Please provide detailed information regarding your annual budget**

**Revenue**

*\*In the boxes marked "Other" please specify the revenue sources*

	2017-2018	FY 2018-2019	FY 2019-2020 Funding Request
Franklin County			
United Way or other Non-Profit Organizations			
Contributions			
Fundraisers			
Interest			
Other:			
Other:			
Other:			
Other:			
<b>Total</b>			

**Expenses**

*\*You may submit a copy of your line item budget for expenses for this section*

	2017-2018	2018-2019	2019-2020 <i>Estimated</i>
Salary, Director			
Salary, Other(s)			
Benefits			
Rent			
Utilities			
Client Service			
Client Aid			
Equipment			
Other			
Other			
Other			
Other			
<b>Total</b>			

## SECTION VI: *Progress Report*

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***Complete this section if your agency was awarded Community Partner Funding in Fiscal Year 2018/2019 or most recent fiscal year just ended.***

**Amount Awarded?** \$ \_\_\_\_\_

**Have you used all of the funds awarded?**  Yes  
 No

**If you have not used all of the funds awarded, please include *amount remaining* and *date* by which you intend to use those funds.** \$ \_\_\_\_\_  
Date: \_\_\_\_\_

**In the space below, please explain why previous County allocations have not been expended. Be specific.**

**In the space below, briefly describe the impact that the FY 2018/2019 award has had on your program, project or organizational operations within Franklin County. Some discussion items to cover in this section may include:**

- *Number of persons served and demographics of persons served (income level, age, race, etc.)*
- *Describe the overall impact of these funds on your program, project or organization within Franklin County*
- *If your agency has not yet to spent all of the awarded funds, please briefly describe your plans to expend the funds by the end of the fiscal year*
- *Did your agency use Community Partner funding to leverage additional funds, either through grants or other means?*

