

Perry County Youth Tax Board

P O Box 569

Perryville, MO 63775-0569

POLICIES and PROCEDURES FOR SUBMITTING REQUESTS TO PERRY COUNTY YOUTH TAX BOARD FOR SMALL GRANT FUNDING

Small Grant Funding is intended for individuals and/or organizations seeking to strengthen and develop their capacity for community betterment and for assistance for projects to sustain and enhance their effort for the youth of Perry County. Application can be made for up to **\$500** twice per fiscal year. Applicants may collaborate and pool resources for requests exceeding **\$1,000.00**.

What is fundable? *Below is a list of approved programs and activities*

- 1) Disseminating information about “at risk” youth needs, drug and anti-social behavior prevention;
- 2) Training parents, law enforcement officials, judicial officials, social service providers, health service providers and community leaders about youth needs, drug and anti-social behavior prevention, comprehensive health education, early intervention, pupil services, or rehabilitation referral;
- 3) Developing and implementing comprehensive, community-based drug and violence prevention programs that link community resources with schools and integrate services involving education, vocational and job skills training and placement, law enforcement, health, mental health, community service, mentoring, and other appropriate services;
- 4) Planning and implementing drug and violence prevention activities that coordinate the effort of other agencies;
- 5) Before-and-after school recreational, instructional, cultural, and artistic programs that encourage drug-free (*alcohol and nicotine are considered drugs*) and violence-free lifestyles;
- 6) Activities that promote the awareness of and sensitivity to alternatives to drugs and violence through relative courses of study;
- 7) Developing and implementing activities to prevent and reduce at-risk youth needs, drugs and violence associated with prejudice and intolerance;
- 8) Developing and implementing strategies to prevent illegal gang activity;
- 9) Coordinating and conducting community-wide violence and safety assessments and surveys;
- 10) Service-learning projects that encourage drug-free and violence-free lifestyles;
- 11) The cost of evaluating programs and activities assisted under this section;

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- 12) Purchase of ribbons or other symbolic disposable items (i.e., buttons, lapel pins, stickers, bookmarks, food, etc.) and other give-aways if used as minor reinforcement to the major message.

What are the eligibility requirements?

- 1) Any entity serving Perry County youth is eligible to apply for funding.

What is the application procedure?

- 1) Applicants must complete a Small Grant Request (*Form SG2008*). This form and additional information may be obtained by contacting the: **PERRY COUNTY YOUTH TAX BOARD, P O Box 569, Perryville, MO 63775-0569**
- 4) After completing the application (*Form SG2008*), return it to the Tax Board for review and final decision.
- 3) The maximum amount funded per application is \$500.00, however, an applicant may apply two (2) times per fiscal year for a total of \$1,000.00 in grants. The Tax Board's fiscal year is September 1 through August 31.

When will funding requests decisions be made?

- 1) Funding request decisions will be made at the next regular meeting of the Tax Board following the date of submission.

What reports must be made and when?

- 1) Activity and fund usage reports shall be required following the release of Tax Board funding, using "Final Report Worksheet" (*Form D-2008*) provided by the Tax Board.
- 2) Final report must be sent to Tax Board within 30 days following grant period or event.

IT IS REQUESTED THAT ALL REPORTS (quarterly and final or year end) be filed electronically via email to the following addresses if possible. If it is not possible, all reports must be prepared and submitted by the 1st of each month the PC Youth Tax Board meets (March, June, September, and November/December). Also, please include Program Name and Grant Number after a number has been assigned and the first distribution received:

Perry1st@showme.net Rev Dr John I Chamness, chairman
jrmhcm@sbcglobal.net Mrs Jane Myers, secretary
mjbohnert@live.com Mr Mike Bohnert, treasurer

All appropriate forms are available in Microsoft Word .doc, Microsoft Works .wdb and .wps computer formats. If utilizing the computer to complete the necessary forms, please use **BOLD** and UNDERLINED print. "Times New Roman" or "Arial" 10 or 12 point font is preferred but not required. Please be aware of column and page shifts when entering information using .doc format in particular. The .wdb format has protected cells and works well. If using a typewriter, please feel free to utilize as much of the blank lines provided as may be necessary to appropriately complete the information requested.

REMINDER: Please include Program Name and Grant Number after a number has been assigned and the first distribution received. One (1) original of required forms is to be submitted along with electronic copies if available, otherwise there must be an original and 8 copies submitted. It is not necessary to return instructions or blank forms.

For answers to other questions call:

(573) 547-7634 or email perry1st@showme.net Rev Dr John Chamness, chair

**DO NOT SUBMIT INSTRUCTIONS WITH THE
GRANT APPLICATION AND OTHER
REQUIRED FORMS**

**SUBMIT ONLY THE APPLICATION
AND FOLLOWING REQUIRED FORMS**

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Revised 12/06/2010

PERRY COUNTY YOUTH TAX BOARD
P O Box 569
Perryville, MO 63775-0569

Application #SG2 _____ - _____

SMALL GRANT REQUEST FORM

Small Grant Funding is intended for individuals and/or organizations seeking to strengthen and develop their capacity for community betterment and for assistance for projects to sustain and enhance their effort for the youth of Perry County. Application can be made for up to **\$1,000** twice per fiscal year. Applicants may collaborate and pool resources for requests exceeding **\$2,000.00**.

Program Title: _____
Amount Requested: \$ _____
Funds Needed By: ____/____/____ **Date Request Submitted:** ____/____/____

Organization or Individual Name: _____

Federal ID #: _____ **OR Social Security #:** ____ - ____ - ____

Contact Person: _____

Organization / Individual Address: _____

City, State, Zip Code: _____

Phone: _____ **Fax:** _____

Email Address: _____

1. All requests must be approved and signed by the chairperson and secretary of the Perry County Youth Tax Board.
2. The PCYTB Secretary will provide a notice concerning the Tax Board's decision to the contact person via email or written letter within 10 business days following the date of the Tax Board's action.
3. Person(s) or organizations awarded Tax Board funding will be issued an initial payment with the notification or within 3-5 days after approval notice has been sent. Additional payments may be made quarterly or as funds are available.
4. Should the event or program be cancelled, it is the responsibility of the contact person to notify the Tax Board within ten (10) business days upon such cancellation, and return any monies that have been advanced.
5. A **"Final Report Worksheet"** (*Form D-2008*) must be completed and submitted to the Tax Board within 30 days after the event.
6. The **"Final Report Worksheet"** (*Form D-2008*) must include copies of all receipts for expenditures or bookkeeping register reports verifying all expenditures, and if applicable a check for any unused funds made payable to:

"Perry County Youth Tax Board"

Form SG2008 – 02-09- 2

PLEASE GIVE A BRIEF WRITTEN DESCRIPTION OF THE REQUEST BY ANSWERING THE FOLLOWING:

Purpose of the Request (*What you want to do?*) _____

Budget (*How much and what do you expect to spend to accomplish your goal?*) _____

Expected Outcome (*What you are hoping to accomplish?*) _____

Expected Attendance / Outreach (*How many Perry County people will benefit?*) _____

Evaluation Method (*How will you know it worked?*) _____

Make Tax Board Check Payable to: _____

Mail Check to Address: _____

City, State, Zip: _____

I (We) _____ agree, that if the grant requested, or any part thereof, is approved by the Perry County Youth Tax Board, to utilize the monies provided and perform all the activities and programs mentioned above and/or as required by the Perry County Youth Tax Board and in conformance to guidelines. Failure to comply with all or any part of Perry County Youth Tax Board guidelines and statements may result in discontinuance of future grant payments and/or requests and any grant monies already paid may be required to be repaid to Perry County Youth Tax Board.

Signature of Grantee or Authorized Officer

Date

-----Tax Board Use Only-----

This request is included in the Tax Board Annual Budget

PCYTB Chairperson signature: _____

PCYTB Secretary signature: _____

Tax Board action: _____ approved _____ denied Date: _____

If approved: Payment sent: ____/____/____ Check # _____

Application #SG2 _____ - _____

Form SG2008 – 09-27-2010

PERRY COUNTY YOUTH TAX BOARD
P O Box 569
Perryville, MO 63775-0569

Application #SG2 _____ - _____

SMALL GRANT FINAL REPORT WORKSHEET

Applicant / Organization: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Contact Person: _____
Telephone Number: (____) _____ Email: _____
<u>EVENT IDENTIFICATION</u> (Purpose of the Grant Request): _____

Was the expected outcome met? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes: How can you show that the outcome was met? If no, what did you learn from the experience, and how will you use this information in future efforts? _____

When completing this worksheet, please provide documentation of actual expenditures

AMOUNT RECEIVED: **Source:** _____ **Amt: \$** _____
+ **Source:** _____ **Amt: \$** _____
+ **Source:** _____ **Amt: \$** _____
+ **Source:** _____ **Amt: \$** _____

TOTAL AMOUNT RECEIVED: \$ _____

AMOUNT SPENT: \$ _____

TOTAL REMAINING: \$ _____

AMOUNT (not used) RETURNED TO TAX BOARD: \$ _____

Signature (Recipient): _____ **Date:** ____/____/____

Form D-2008 6/23/09
