

City of Manhattan

Social Services Advisory Board

2018 Request for Funding

Application Information

We ask that you read and follow all instructions carefully. Applications may be submitted any time up **until Friday, March 31, 2017**. Applications received after the deadline will not be considered for funding.

Application Process

1. The SSAB defines social services as “planned, organized, and ongoing actions of a social or humanitarian nature. They serve client individuals or families as targets of intervention. They identify client needs, determine eligibility and deliver agency services in an effort to meet that need.” Programs and services that fit this definition will be given priority in the application process. (See the Social Services Advisory Board Allocations Criteria sheet for more information.)

2. Your application will be assigned to a team of SSAB members and they will contact you to conduct a site visit. In April, you will then be contacted by the City Liaison to set up a public hearing for the funding of your agency. During this meeting you will be asked to explain the programs that will be funded by the monies requested. This presentation usually lasts about 10-15 minutes. After your presentation, there will be a 10-15 minute question and answer session. Any of the members from the Committee may ask you questions, and you are also encouraged to ask any questions of the Committee that you may have.

3. After reviewing all applications and conducting site visits and hearings, the SSAB will make written recommendations to the Manhattan City Commission. You will get notice prior to the City Commission meeting on the recommended funding amounts for each agency. The Commission may approve the recommendations, approve with modifications to the amount or with contingencies, defer until further information is gathered, or decline entirely. You will be notified by mail after the Commission takes action, which will be in late June. (Note: The deliberations of the SSAB and City Commission are open to the public and we invite you to attend these hearings and meetings.)

Writing your Application

1. Complete the form as it is provided. **All blanks MUST be filled in**; if not applicable, please indicate. You have two options for the application: 1) print and complete, or 2) computer entry form in Word. The application is available on our website at www.cityofmhc.com. If you have trouble downloading the application, contact Hillary Badger at 587-2449 or badger@cityofmhc.com.

2. **Organization information:** Please designate a primary contact person with his/her address and phone number and an e-mail address. A 501(c)(3) organization is one of many not-for-profit categories as defined by the IRS. However, you do not have to be a 501(c)(3) organization to qualify for funding.

3. **Organizational budget:** Please use the form provided at the end of the application. ***In addition, the SSAB Board wants to see a separate, detailed, proposed 2018 budget for use of only the SSAB funds requested.***

4. **Endorsement:** The proposal must be signed by both the highest-ranking officer of the board (chair or president) and the highest-ranking staff member (executive director). If your organization is using another organization as fiscal agent, the signatures must be by the fiscal agent organization officer and director.

Submitting Your Application

1. Attach the following (please place in same order):

- 2018 Application
- Total Revenue & Expenses form (provided with application)
- Specific Use of SSAB Funds (your own form)
- List of Current Board Members and their responsibilities
- A copy of the most current IRS Form 990 (condensed version is appropriate)

2. If applying for first time OR changes have occurred, in addition to the above, attach the following and provide 2 copies:

- Affirmative Action Statement
- Copy of 501(c)(3) status (if applicable)
- A copy of your organization's by-laws

3. Please electronically submit all documentation required to badger@cityofmnhk.com

4. Applications **MUST** be returned by 5 p.m. on March 31, 2017 to be considered. Please return to:

**Social Services Advisory Board
c/o Hillary Badger
City of Manhattan
1101 Poyntz Avenue
Manhattan, KS 66502**