



2017 Special Alcohol Funding Application Information

We ask that you read and follow all instructions carefully. Applications may be submitted any time up **until April 1, 2016 at 5:00 p.m.** Applications received after the deadline will not be considered for funding.

Application Guidelines

1. Monies for the 2017 funding year will be based solely on the assumption that the special alcohol tax monies will be granted to municipalities by the State of Kansas. In the event that the monies are not granted to the City of Manhattan for the 2017 funding year, there will be no monies distributed.

2. Your application will be assigned to a team of Special Alcohol Advisory Committee members and they may contact you to conduct a site visit. Under the committee bylaws site visits are an annual requirement, however, members may perform two site visits if they would like to learn more about an agency. 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 the hearings, the Special Alcohol Committee will make written recommendations to the Manhattan City Commission during the third work session, which is tentatively scheduled for **June 28, 2016**. All agencies will be notified of the recommendations prior to the commission meeting. 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 also be notified after the Commission takes action. (Note: The deliberations of the Special Alcohol Committee and City Commission are open to the public and we invite and encourage you to attend these hearings and meetings.)

Writing your Application

1. PLEASE NOTE THAT THE APPLICATION FORM HAS CHANGED. This is in an effort to streamline the information presented so that the committee may more clearly make its' funding recommendations. Complete the form as it is provided. **All blanks MUST be filled in;** if not applicable, please indicate. You have two options: 1) print and complete,

or 2) fill in the blanks by computer entry (please e-mail kramerc@cityofmhc.com to request a computer entry application). The application is also available on our website at www.cityofmhc.com. If you have any problems accessing the forms, contact Courtney Kramer, Financial Analyst at 587-2467 or kramerc@cityofmhc.com.

2. Make sure your application is grammatically correct, free from errors, and all column totals are added correctly.

2. Endorsement: It is expected that applications are submitted with the knowledge and approval of your governing body. 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) and provide *10 copies*
 - 2017 Application
 - Total Revenue & Expenses Form
 - Budget Form 2-This form should clearly show and highlight the use of Special Alcohol/City of Manhattan funds.
 - List of current board members and their responsibilities
 - A copy of the most current IRS Form 990 (You only need to include **one** copy of this)
2. If applying for first time OR if changes have occurred in your organization, attach all of the above and provide *2 copies* of each of the following:
 - Affirmative Action Statement
 - Proof of 501(c)(3) status (***if applicable***)
 - A copy of your organization's by-laws
 - Prevention Principles Section
3. Please make copies of the application *double sided and 3 hole-punched* and do not staple or otherwise bind or package the application. ***Please do not send letters of endorsement, newspaper clippings, annual reports, videos, or other materials. These materials are not distributed to the City Commission.***
4. Applications **MUST** be in the City of Manhattan Finance Department office by 5 p.m. on April 1, 2016 to be considered for funding. Please return to:

**Special Alcohol Funding Committee
c/o Courtney Kramer, Financial Analyst
City of Manhattan
1101 Poyntz Avenue
Manhattan, KS 66502**