

# **Community Support Funds Advisory Board**

Guiding Definitions

As adopted July 19, 2023

## **I. Special Alcohol Fund**

Agencies seeking Special Alcohol Funds must use funds in as defined in Kansas Statute No. 79-41a04

Moneys in the special alcohol and drug programs fund shall be expended only for the purchase, establishment, maintenance or expansion of services or programs whose principal purpose is alcoholism and drug abuse prevention and education, alcohol and drug detoxification, intervention in alcohol and drug abuse or treatment of persons who are alcoholics or drug abusers or are in danger of becoming alcoholics or drug abusers.

## **II. Social Services Fund**

Social services shall be defined as those not-for-profit activities, programs, or agencies that are primarily engaged in providing basic human needs to promote the health of well-being of individuals and families in Manhattan, Kansas. Social services may include support in the areas of temporary shelter, protection, nutrition, care, emergency support, and guidance to those members of our community who are in need because of their dependence, income status, health, or other immediate circumstances, when those needs cannot be adequately met by other private or public services or agencies. An agency should demonstrate an awareness of or collaboration with the social service resources available in the community for the enhancement of agency services and addressing the needs of their client.

## **III. General Standards**

Community Support Funds Advisory Board members may use the following general standards in determining eligibility for CSFAB funding:

### **1. Validity of Service**

- A. The agency should render a service which responds to community needs as defined in Sections I (Special Alcohol Fund) and II (Social Services Fund).
- B. The agency must demonstrate effectiveness in meeting its stated objectives and a reasonable degree of continuity and permanence.
- C. The agency should meet established standards of service in its field, as set by appropriate national, state, and/or local groups.

- D. The agency should meet all necessary licensing and/or accrediting requirements of appropriate professional organizations, when applicable.
- E. Programs which may be ineligible for funding include:
  - i. programs which duplicate services that are reasonably available to the community or individuals from other private or public services or agencies.
  - ii. programs which are primarily political in nature.
  - iii. programs which provide services only to the members of a particular religious group, or which exist solely to advocate religious beliefs.
  - iv. programs which exist solely as a forum for the presentation of cultural or artistic achievements.
  - v. programs whose fiscal capability is severely limited by agency indebtedness.
  - vi. programs considered public responsibilities by legislation.
  - vii. Any others which are deemed inappropriate for funding by the advisory board or governing body.

## **2. Articles and Bylaws**

- A. The agency should have a charter and bylaws which clearly define the agency's purpose and organization and identify the duties, authority, method of appointment and rotation and the responsibilities of its governing body.
- B. The agency's governing body should be a volunteer board of directors or trustees representing the community at large.

## **3. Tax Exemption**

- A. The agency should be a public entity or be tax exempt under section 501 (c)(3), or any other applicable section of the Internal Revenue Code and provide, upon request, evidence of compliance with the filing requirements of the Internal Revenue Code.

## **4. Public Accountability**

- A. The agency should seek and consider the opinions of individuals and groups in the community.
- B. The agency should inform the public of its objectives, programs, needs and achievements.
- C. The agency should utilize direct-service volunteers within its programs and services where appropriate and to the extent possible.

## **5. Agency Effectiveness**

- A. The agency should have established procedures for the preparation, adoption, and administration of its operating budget and exercise a responsible attitude in utilizing its own resources.

- B. The agency's long range financial plan should include efforts to obtain income from potential sources, to regularly review its fee schedules, and to engage in fund-raising functions.
- C. The agency should engage in ongoing self-evaluation to assess agency self-sufficiency and level of continuing need.
- D. As part of the application and any city-provided forms, the agency should provide a report of their annual budget(s), financial plan, and service delivery.