



LA PLATA COUNTY, COLORADO	# FY _____ P (For use by finance staff)
2016 PUBLIC SERVICE AGENCY FUNDING REQUEST	
 (Refer to back page for application filing information) Applications Must Be Submitted Electronically	

A. GENERAL INFORMATION

1. Applicant: (If a multi-organization application, the name of the "lead" organization).			
2. If a multi-organization application, the names of other participating organizations:			
3. Chief Executive Officer (In the case of a multi-agency application, CEO of the "lead" organization):			
Name:		Title:	
Mailing Address:		City and Zip:	
Phone:		E-mail Address:	
4. Designated <u>Contact Person</u> (will receive all mailings) for the Application:			
Name:		Title:	
Mailing Address:		City and Zip:	
Phone:		E-mail Address:	
5. Amount requested for this application: \$			
6. What is the priority of this application if more than one submitted from the same agency: (e.g., 1 of 2, 2 of 2, etc.)			

B. JUSTIFICATION (Each description should be 100 words or less.)

1. NEEDS ADDRESSED:		
a. Briefly describe the documented or demonstrated need to be addressed by the agency:		
b. Briefly describe how the agency would address the community's documented or demonstrated need.		
2. Is the service to be provided directly related to a statutory mandate of the County?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
a. If yes, please identify the statutory reference for the mandate:		

3. DIRECT BENEFIT:

a. How many people will directly benefit from this service?

b. How will the outcome of the services be measured to determine whether the anticipated benefits to this population actually occur?

4. What are the consequences if funding is reduced or not awarded in 2016?

5. PRIOR FUNDING RECIPIENTS:

a. If applicant received La Plata County funding within the current or past two years:

i. How many people directly benefited each year?

ii. What actual benefits did this population gain?

6. If other organizations in La Plata County provide similar services related to those covered by your agency briefly describe how your agency works with the other organizations to reduce duplication of effort and/or funding for duplicative administrative overhead:

D. ADDITIONAL REQUIREMENTS

Please include the following attachments:

1. **List of Board of Directors, including role on board, business affiliation (if board member retired or not employed, list as Community Volunteer), area of expertise (for example legal, nonprofit, financial), and the year each member's term expires. Save as separate file and title it "<Agency Name> Board of Directors"**
 2. **Copy of IRS 501(c)(3) Statement, dated within last five years. If your statement is older than five years, request an updated statement from the IRS by calling (877) 829-5500 to request a current letter from the IRS confirming your organization's tax exempt status. This request can take several weeks to be fulfilled, so please check on this ASAP so you do not miss the deadline for this application. Save as separate file and title it "<Agency Name> IRS 501 C 3"**
 3. **Most recent audit. Period covered should be no later than your 2014 fiscal year. If your agency does not complete an annual audit, submit your Financial Review, Financial Compilation, or unaudited year-end financial statements (balance sheet and income and expense report with comparison to budget. Save as separate file and title it "<Agency Name> Audit"**
 4. **Most recent IRS form 990. Period covered should be no later than your 2014 fiscal year. The audit and IRS form 990 should cover same time period. Save as a separate file and title it "<Agency Name> 990"**
 5. **Current, signed W-9 form**
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FILING INFORMATION:

1. Submissions for 2016 regular funding (and all supporting documentation) **must** be received no later than 5:00 p.m. on Friday, July 31, 2015. All submissions and supporting documentation must be submitted electronically as a Microsoft Word (.doc) or Adobe Acrobat (.pdf) attachment in an email addressed to Kimberly.Wiggins@co.laplata.co.us. The time sent stamp in the associated MIME file for the email shall be determinative of timely filing.
2. Please use additional space where necessary to fully describe your request, but please be respectful of the word limitations indicated on the form.
3. Requirements for funding:
 - a. Must have a relationship to some activity that the County has statutory authority to perform
 - b. No funding allowed to any church or sectarian society
 - c. La Plata County funds may not be used for capital campaigns or to help with construction projects
4. Priority for funding will generally be given to those requests that demonstrate:
 - a. A relationship to some activity that the County is statutorily mandated to perform and/or influence on the County's provision of services
 - b. Cooperation between organizations and agencies to reduce service delivery inefficiencies, duplication of effort, and duplication of administrative overhead
 - c. Actual benefits resulting from past funding (if applicable)
5. Requests may be evaluated by La Plata County staff or other organizations for determining consistency with aforementioned criteria.
6. The Board of County Commissioners reserves the right to make the final determination with respect to the funding of any or all requests.