

Perry County Youth Tax Board
P O Box 569
Perryville, MO 63775-0569

**POLICIES and PROCEDURE FOR SUBMITTING
REQUESTS TO PERRY COUNTY YOUTH TAX BOARD**

Large 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 may be made for up to 20% of the total tax revenue collected for the prior year on behalf of youth tax programs under Senate Bill 233 and Perry County Ordinance 08-02. Requests for more than \$1,500.00 one time, or in excess of \$2,000.00 per year may be made. Smaller requests must be submitted on other forms provided (*request Form SG2008 for that purpose*).

What is fundable? *Below is a list of program and activity examples*

- 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;
- 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?

To qualify for funds allocated and distributed by the Perry County Youth Tax Board (hereinafter referred to as "Tax Board") pursuant to Perry County Ordinance 08-02 adopted on the 11th day of August, 2008, by action of the Perry County Commission and that became effective as of the 1st day of September, 2008, any agency or entity serving Perry County youth is eligible to apply for funding if said agency or entity meets **ALL** of the following requirements:

- 1) Be incorporated or authorized to do business in the State as a not-for-profit corporation;
- 2) Receive at least a portion of its funds from sources other than funds distributed pursuant to this ordinance. These other sources may be public or private, but no more than half of these other sources may include contributions of goods or services, including materials, commodities, transportation, office space or other types of facilities or personal services,
- 3) Require persons employed by or volunteering services to the agency to maintain the confidentiality of any information that would identify individuals served by the agency,
- 4) Require that services be provided by the agency regardless of race, color, disability, religion, national origin, gender or age; and
- 5) Require that employees and volunteers of the agency who work regularly with children be screened as required by State law;
- 6) The maximum amount funded for any one program shall not exceed 20% of the total tax revenue collected for the prior year or 20% of the Tax Board's estimation of first year taxes to be collected on behalf of youth tax programs under Senate Bill 233 and Perry County Ordinance 08-02.
- 7) Funding may not be used for purchase of real property or construction of buildings.
- 8) Funds remaining after priority distribution has been awarded to the Perry County Community Task Force, will NOT be given to entities that have their own tax base, either direct or indirect, since they have the means to raise their own taxes for their programs. Exception may be made: If a tax-based entity is experiencing an emergency financial

situation with its youth serving program, and produces written documentation to verify the emergency by submission of the prior year's federal 990 or similar form, then funding may be granted for no more than one to three consecutive years. This time frame allows that entity sufficient opportunity to take appropriate steps to expand their own taxing income. Documentation of effectiveness of the program must also be provided.

If a tax-based entity wishes to conduct a special event for Perry County youth that is not part of the general expected operations for that entity, then request may be made for funding. Before such an event may be considered for funding, written documentation of financial need must be verified by submission of the prior year's federal 990 or similar form. The event cannot be limited to only those youth who attend that particular entity, but MUST be made available to all the youth in Perry County. Documentation of effectiveness of the program must also be provided.

What is the application procedure?

- 1) Applicants must complete a Large Grant Application (*Form LG2008*) and (*Form A2008*) with attachments). Forms with instructions may be obtained by contacting the:

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

Or directly to: Rev. Dr. John I Chamness 603 S Parkview Dr Perryville, MO 63775 Phone: 573-547-7634

- 2) Once completed, **one (1) original and eight (8) copies** of the application (*Form LG2008*), written narrative (*Section II*), and "Program Goals and Projection Report" (*Form A2008*) must be returned to the Tax Board for review and final decision, OR, one (1) original will be acceptable if all required forms are submitted electronically. Word .doc format is requested. It is not necessary to return instruction pages or blank forms.

When will funding request decisions be made?

- 1) Funding request decisions will be made at the December regular meeting of the Tax Board or the last Tax Board meeting of a calendar year following the date of submission (*schedule of Tax Board meetings may be obtained from the Tax Board upon request*). Deadline for large grant requests is August 31 to be included in the Tax Board budget for the following year. Tax Board fiscal year is January 1st through December 31st.

What reports will be required?

- 1) Activity and fund usage reports ("Outcomes Update" *Form B2008*) provided shall be required quarterly and annually following the release of Tax Board funding. **If required reports are not filed within time limits allowed, no further funding will be granted until report requirements have been met.**
- 2) **"Final Report Worksheet"** (*Form C2008*) and documentation of actual expenditures must be provided to Tax Board **within 15 days** following grant year 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 December). Also, please include Program Name and Grant Number after a number has been assigned and the first distribution received on all correspondence:

perry1st@showme.net for John Chamness
irmhcm@sbcglobal.net for Jane Myers
mjbohnert@live.com for Mike Bohnert

All appropriate forms are available in **Microsoft Word .doc** 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 are also available.

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 for John Chamness

DO NOT SUBMIT INSTRUCTIONS (1st 4 pages of instructions) WITH THE GRANT APPLICATION (beginning on page 5) AND OTHER REQUIRED FORMS

SUBMIT ONLY THE APPLICATION AND FOLLOWING REQUIRED FORMS AS REQUESTED