**WEST DEERFIELD TOWNSHIP COMMUNITY SERVICES**

**ADVISORY COMMITTEE FUNDING PROGRAM**

**Funding Proposal Application Form**: Please submit one complete hard copy plus a PDF no later than December 18, 2015 to:

 Alyson Feiger, Township Supervisor

 West Deerfield Township

 601 Deerfield Road

 Deerfield, IL 60015

 westdeerfield@sbcglobal.net

**West Deerfield Township 2015-2016 Funding Priorities**:

-Programs/Projects/Agencies which support West Deerfield Township’s mission of administering public funds to provide responsive, efficient and compassionate services and support for West Deerfield Township residents.

Consideration will be given based on the following criteria:

- number of West Deerfield Township residents served;

- percent of agency’s clients comprised of West Deerfield Township residents;

- percentage of the agency’s total budget funded by West Deerfield Township;

- percentage of the budget for the specific program funded by West Deerfield Township.

**Restriction**:

Only *Not-for-Profit* organizations that serve West Deerfield Township residents on a non-sectarian basis may apply. Individuals, public schools or other taxing bodies or their subsidiaries, and Charitable Foundations, are not eligible to apply.

**Deadline and Calendar**:

Application deadline is December 18, 2015 for submission of one hard copy via delivery or mail to the West Deerfield Township office, 601 Deerfield Road, Deerfield, IL 60015, plus one PDF of the complete application with all required attachments to westdeerfield@sbcglobal.net . Applications with missing information are considered incomplete; fax copies are not accepted. Grant applications will be reviewed and decided upon generally within two months.

**Application Remarks and Required Attachments List** (required for both paper and electronic application):

- Completed application cover page and narrative

- Proof of Not-for-Profit incorporation status OR a copy of IRS determination letter

- Copy of applicant’s approved by-laws (paper only-no PDF required)

- Financial statement for last complete fiscal year (IRS Form 990 or audit report-paper only)

- Most recent complete Agency budget including sources of funding and program vs administrative expense

- Budget for this grant, if grant request is for a specific program

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Signature of Chief Administrative Officer

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Printed Name

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Date

Signature required on hard copy only; print name on PDF copy. Contact us with any questions before submitting your application: 847-945-0614. Please save as a PDF with your agency’s name (not “West Deerfield Township”).

**WEST DEERFIELD TOWNSHIP COMMUNITY SERVICES ADVISORY COMMITTEE FUNDING PROGRAM**

**Funding Application Form Fiscal Year 2015-2016**

**General Information**

Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Phone/Fax/email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Website\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chief Administrative Officer & Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Contact Person/Information (if different)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Funding Request**: How would West Deerfield Township funds be used?\_\_\_\_\_\_\_\_

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**Name of Project/Proposal**:

Amount requested from West Deerfield Township Funding Program for FY15-16 $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount received from West Deerfield Township Funding Program FY14-15 $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Agency’s clients who live in West Deerfield Township\* \_\_\_\_\_\_\_\_\_\_

Percent of Agency’s clients who live in West Deerfield Township\* \_\_\_\_\_\_\_\_\_\_

\*See [www.westdeerfieldtownship.org](http://www.westdeerfieldtownship.org) for township boundaries

**Narrative Requirements**

Please submit a narrative, addressing the following points (as briefly as possible):

-Organization introduction: purpose, history, target audience, governance, programs

-Program description

-Program goals and performance measures

**Attachments**: See complete details on prior page under Application Remarks and Required Attachments List. Note that the application is not complete without the attachments as specified.

**Assurances**: If a grant is awarded, the applicant assures the West Deerfield Township Board of Trustees that the funds will be administered by the applicant; that any funds received under this grant shall be used solely for the described activities; that the applicant has read and will conform to the program guidelines; that the signing and filing of this application has been performed by an official authorized to represent the applicant organization; and the filing of this application has been duly approved by the governing board of the organization.