

CASA GRANT APPLICATION

For Grant Period April 1, 2013 to March 31, 2014

Purpose for which Grant Funds May be Used

To support the development, growth and continuation of CASA programs in South Dakota.

Eligible Recipients

Eligible entities within South Dakota who are:

- recognized by the National CASA Association,
- administer a local/tribal CASA program,
- and the South Dakota CASA Association.

Completed grant application, original signatures, and required attachments received by 5:00 pm central time, April 1, 2013.

Matching Requirements

None

Non-Fundable Items *(This list is not intended to be exhaustive. The commission may deem other items ineligible at their discretion.)*

Bad debts	Interest and other financial costs
Bid and proposal costs	Lobbying
Bonuses	Major maintenance or repair of
Building, purchase, construction	buildings
or improvements	Medical or dental treatment
Capitol improvements	Overtime pay
Contributions and donations	Pre-award costs
Entertainment	Purchase and repair of vehicles
Fines and penalties	Recognition banquets
Insurance (health and life on	Refreshments
board members)	Social activities
	Tips or gratuities

Fundable Items

Training:

In-service
Out of State
Registration costs
Materials
Mileage/meals
Videos, etc.

Office:

Copiers
Computers
Telephones/cell phones
Postage
PO Box
VCRs
Subscriptions
Cable TV (internet access)

Administration:

Salaries
Benefits
Insurance
Workers Compensation
Social Security
Liability insurance
Taxes
Rent
Accounting/audits
National CASA Membership
Advertising
Plaques/awards

Requirements and Attachments

1. Proof of National CASA Association membership
2. Copy of annual National CASA Local Program Survey
3. Copy of program by-laws
4. Copy of program board membership
5. Copy of any current memorandums of understanding and/or tribal resolution
6. Copy of current detailed operating budget*
7. Copy of the last two year's actual income statement and balance sheet*
8. Copy of financial review or audit report (required by 2012)
9. Copy of IRS form 990 (most recent within past 18 months)
10. Letter of support/recommendation from the judge that uses the CASA program
11. Site visit
12. Statistical spreadsheet

**If program uses a fiscal agent, the CASA program budget, income statement and balance sheet must be separate from fiscal agency accounts.*

CASA GRANT APPLICATION FORM

Name of your program:

Project director:

Address:

Phone:

Fax:

Email:

Counties currently served:

Federal Tax ID #

Finance Officer Name and Address:

Board Chair Name and Address:

1. Briefly describe the program goals for the current fiscal year.

2. Briefly describe the program accomplishments for the past year and how CASA Commission funds were used.

3. If the program has a strategic plan, briefly describe the goals.

4. List staff and their titles.

5. What is the program's diversity plan for recruitment and training of staff and volunteers?

6. In cases where ICWA applies, how does your program integrate the role of CASA into the case work?

7. What efforts has the program made in your community for funding supports?

8. Amount of money you are requesting and description of what you are going to do with the grant funds in as much detail as possible.

Description	Percent of Budget	Amount

9. Have you applied for any other grants or do you anticipate receiving income that you have not yet received? If so, please identify.

10. Financial Overview: List actual total revenue and expenses of the previous two fiscal years.

Previous FY 11 Previous FY12

Actual Total Revenue

Actual Total Expenses

Excess or Deficit

12. By signing below I understand that the money requested must be used as described in this grant application. If anything indicated in this grant application changes I understand that I am required to submit an addendum to this application detailing those changes.

_____	_____	_____	_____
Executive Director	Date	Board Chair	Date