

Requirements and Attachments for SD CASA Grant

Program:

- ✓ Grant completed, signed, and received by April 1
- ✓ Cover letter with CASA funding request
- ✓ Proof of National CASA Association membership
- ✓ Copy of current annual National CASA Local Program Survey
- ✓ Copy of program by-laws
- ✓ Copy of program board membership
- ✓ Copy of any current memorandums of understanding and/or tribal resolution
- ✓ Copy of current detailed operating budget
- ✓ Copy of the last two year's actual income statement and balance sheet (if program uses a fiscal agent, submit budget, income statement and balance sheet separate from fiscal agency accounts)
- ✓ Copy of financial review or audit report (required by 2012)
- ✓ Copy of Internal Controls policy (if program does not have an audit or financial review)
- ✓ Copy of IRS form 990 (most recent within past 18 months)
- ✓ Letter of support/recommendation from the judge that uses the CASA program
- ✓ Site visit completed
- ✓ Statistical Spreadsheet