

CASA GRANT APPLICATION

Funding For Grant Period April 01, 2020 to March 31, 2021

Purpose for which Grant Funds May be Used

To support reasonable expenses for 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 and required attachments received by
5:00 pm central time, March 13, 2020.

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. Grant complete, signed and received by **March 13, 2020**
2. Proof of National CASA Association membership
3. Copy of annual National CASA Local Program Survey
4. Copy of program by-laws
5. Copy of program board membership
6. Copy of any current memorandums of understanding and/or tribal resolution
7. Copy of current detailed operating budget with percent of funding breakdown*
8. Copy of the last two year's actual income statement and balance sheet*
9. Copy of financial review or audit report
10. Copy of Internal Controls Policy
11. Copy of Conflict of Interest Policy
12. Copy of IRS form 990 (most recent within past 18 months)
13. Site visit completed
14. Statistical spreadsheet
15. Copy of board meeting minutes for 2019, including Executive Director's report
16. Copy of three/five-year strategic plan

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

*****The grant and attachments must be in the portrait format***

Incomplete applications or applications received after the deadline will not be considered for funding. Applications and supporting materials are due no later than 5 pm (CT), March 13, 2020.

CASA GRANT APPLICATION FORM

Amount Requesting:

Name of your program:

Project director:

Address:

Phone:

Fax:

Email:

Website:

Counties currently served:

Federal Tax ID #

Finance Officer Name and Address:

Board Chair Name and Address:

1. **BRIEFLY** describe the program **SMART goals** for the current fiscal year. (Bulleted)

2. **BRIEFLY** describe the **specific** program accomplishments for the past year, using your SMART goals.

3. **BRIEFLY** describe the program challenges for the past year.

4. List collaborative meetings/contact with community partners (e.g. DSS-CPS, Child Protection Team Meetings, community network).

5. List staff and their titles (volunteer, staff, and interns).

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

Source	Requested Amount	Award Amount	Restrictions Y/N If yes, explain

7. Financial Overview: List total revenue and expenses of the previous two fiscal years. Indicate if the amount is audited amount or bookkeeping amount.

	FY2018	Audited or Bookkeeping	FY2019	Audited or Bookkeeping
Total Revenue				
Total Expenses				
Excess or Deficit				

8. Financial Comments (optional-if there are unusual circumstances):

By signing below, I understand that the money requested must be used for the support in development, growth, quality and continuation of the CASA program.

_____	_____	_____	_____
Executive Director	Date	Board Chair	Date