

CASA GRANT APPLICATION – TRADITIONAL

Funding for Grant Period July 01, 2023 to June 30, 2024

Purpose for which Grant Funds May be Used

To support reasonable expenses for the development, growth, and continuation of CASA programs in South Dakota, in accordance with SDCL 16-2-51.

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, Wednesday, April 12, 2023.**

Matching Requirements

None

Funding:

The South Dakota CASA Commissioners thoroughly review each grant application and attachments for proposal appropriateness, financial need, and sustainability. The award recipient is responsible for meeting the administrative, financial and programmatic reporting requirements.

The Commissioners reserves the right to deny funding to a CASA program not meeting the grant application requirements.

Requirements and Attachments

1. Grant complete, signed, and received by **April 12, 2023**
2. Copy of the annual National CASA Local Program Survey
3. Copy of program board membership
4. Copy of current detailed operating budget with percent of funding breakdown*
5. Copy of the last two year's year-end actual income statement and balance sheet*
6. Copy of financial review or audit report
7. Site visit completed
8. Statistical spreadsheet
9. Copy of board meeting minutes for 2022, including the Executive Director's report
10. Copy of three/five-year strategic plan

**If the 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), April 12, 2023.

Key items for CASA Presentation:

- 1. Key accomplishments in the past year.***
- 2. Key SMART goals for current year and resolves for identified challenges.***
- 3. Collaborative meetings and contacts with community partners and agencies.***
- 4. New funding opportunities not listed in the grant application.***

CASA GRANT APPLICATION FORM

Amount Requesting:

Name of your program:

Project director:

Address:

Phone:

Fax:

Email:

Website:

Service Area (Circuit/Counties):

Federal Tax ID #

Board Treasurer Name and Address:

Board Chairperson Name and Address:

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

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

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

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

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

	FY2021	Audited or Bookkeeping	FY2022	Audited or Bookkeeping
Total Revenue				
Total Expenses				
Excess or Deficit				

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