

CASA GRANT APPLICATION

Funding For Grant Period May 1, 2017 to April 31, 2018

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 and required attachments received by 5:00 pm central time, **March 18, 2017**.

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 buildings
Building, purchase, construction 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 board members)	Refreshments
	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 18, 2017
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*
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. Letter of support from the judge that uses the CASA program
14. Site visit completed
15. Statistical spreadsheet
16. Copy of board meeting minutes for 2016, including Executive Director's report
17. 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.*

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. Describe how the 2016 SD CASA Commission award funds were used.
2. Briefly describe the program goals for the current fiscal year.
3. Briefly describe the program accomplishments for the past year.
4. List staff and their titles (volunteer, staff, and interns).

5. 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

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

	FY2015	FY2016
Total Revenue		
Total Expenses		
Excess or Deficit		

6. 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.

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Executive Director	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Board Chair
Date	Date