

## **Human Service Fund 2009**

Applications for funding through the Human Service Fund will be available May 5, and are due June 27. The Human Service Fund supports programs or services in Johnson County, Kansas that build economic self-reliance, and/or protect personal and community safety. Agencies with 501(c) (3) status are eligible to apply. Approximately \$230,000 will be awarded.

Current recipients of Human Service Funds will receive the 2009 application via email on May 5. New applicants should contact Marya Schott for the application ([maryas@ucsjoco.org](mailto:maryas@ucsjoco.org) or 913-438-4764). There will **not** be a pre-submission meeting and letters of intent are not required.

The Human Service Fund (HSF) is a pool of general tax dollars contributed by Johnson County Government and participating cities\* in Johnson County, Kansas. The fund is managed by United Community Services of Johnson County (UCS). The HSF expands resources for human services by soliciting funds from local governments, and provides a structured, accountable system that allows nonprofit agencies access to funds from multiple jurisdictions to serve Johnson County residents.

### Funding Priorities

The HSF targets programs that promote economic self-reliance and safety. Funding priorities are:

- Programs that build economic self-reliance for families and individuals to meet basic needs and/or programs that strengthen prevention and human service responses as an effective means to protect personal and community safety.
- Program activities that reflect research-based principles, or are modeled after or replicate a successful program. Documentation of effective program design is preferred.
- Programs that offer county-wide benefit to local governments by avoiding, deferring or reducing costs that might otherwise be incurred by local governments.

The grant cycle follows the calendar year. For the 2009 calendar year, UCS expects to recommend approximately \$230,000 in funding. A grant review committee comprised of members of the UCS board of directors and community representatives will review eligible applications. The committee's recommendations will be submitted to the UCS board of directors for ratification and then to participating jurisdictions for approval.

For additional information contact Marya Schott, Community Initiatives Director at 913-438-4764

\*Cities participating in 2008: Johnson County, De Soto, Fairway, Gardner, Leawood, Lenexa, Merriam, Mission, Mission Hills, Mission Woods, Olathe, Overland Park, Prairie Village, Roeland Park, Shawnee, Spring Hill and Westwood.

Program name: \_\_\_\_\_

**AGENCY STANDARDS and INSTRUCTIONS  
Human Service Fund of Johnson County, Kansas**

Check the appropriate box below to indicate the category that describes applicant and attach documentation identified therein. If required to complete Agency Standards, initial to indicate compliance, or mark Not Applicable (N/A), as appropriate.

Applicants, including applicants not receiving a HSF grant during 2008, currently certified without conditions by United Way, must submit a copy of their United Way certification letter and documentation identified at Standards 5, 6a, 9 and 10f ONLY and do not complete Agency Standards form.

Applicants receiving a HSF grant during 2008 that are currently certified with conditions by United Way OR not receiving United Way funding during 2008, must submit documentation identified in Standards 5, 6a, 9 and 10f ONLY and complete Agency Standards form.

Applicants not receiving United Way funding or a HSF grant during 2008 must submit documentation for Standards 1, 2, 3, 5, 6a, 9 and 10f and complete Agency Standards form.

Agency Standards	Compliance Confirmed	Documentation Attached
1. The agency is incorporated as a nonprofit corporation in either the State of Missouri or Kansas (except in the case of a local chapter whose national organization is incorporated in another state) and submits an annual corporate report.		Attach articles of incorporation and current corporate annual report, if required.
2. The agency has nonprofit, §501(c)(3) status.		Attach §501(c)(3) designation, if required.
3. The organization has bylaws that formally state the agency's purpose and which govern the agency's operation.		Attach bylaws, if required.
4. The agency has a volunteer board of directors, or other governing/advisory body, which reflects the community and/or its constituents, and is responsible for policy setting, fiscal guidance, planning and ongoing governance. If the agency's governing body is national, a local advisory board or equivalent body assists the board of directors in fulfilling its oversight role, particularly as it pertains to the agency's local services and finances.		
5. The agency is in compliance with all federal, state and local rules, regulations and codes and all applicable licensing requirements governing its operation. This policy includes, but is not limited to, tax filings (including submission of the IRS Form 990), employment law and health and safety regulations.		Attach Form 990 and list of agency, program, and/or staff licenses and/or certifications, if applicable.
6. The agency is in compliance with FASB (Financial Accounting Standards Board) and generally accepted accounting principles for nonprofit organizations, including but not limited to:		
a) For agencies with annual revenues over \$100,000, an independent certified audit of the agency's financial statements is completed annually no later than nine (9) months after the close of the fiscal year. For agencies with annual revenues under \$100,000, an independent review of the agency's financials statements by a Certified Public Accountant is completed no later than nine (9) months after the close of the fiscal year.		Attach certified independent audit or independent review.

b) Agency has an annual budget outlining projected revenue and expenses for programs, fund raising and administration. Budget is consistent with the major classifications and programs in the audited financial statements.		
c) Regularly prepared financial statements present the overall financial activities and financial position of the organization and include a functional expense breakdown that shows total expenses for each program, fund raising and administration which are consistent with those reflected in the agency budget.		
7. The agency prepares an annual report within nine months of the end of the agency's fiscal year. An annual report is a published account of the activities for the previous 12-month period, including, at a minimum: the organization's purpose; a report of the agency's service delivery for the previous 12-month period; a statement of the agency's eligibility to receive deductible contributions; the agency's board of directors; and information about financial activities and financial position. This report is made available to stakeholders and constituencies.		
8. Administrative and fundraising costs are reasonable, generally not exceeding 25% of total expenditures. In the event that such costs exceed 25%, the agency is able to explain why this excess is justified.		
9. The agency's board of directors, or other governing/advisory body, exercises responsible oversight of the organization's operations and staff, and, as such:		Attach roster for board of directors and/or local advisory board.
a) Meets at least four times a year, with a quorum in attendance.		
b) Has a minimum of five board members that are elected for specific terms and a rotation plan which provides for new members.		
c) Includes no more than one member or ten percent of all members (whichever is greater) directly or indirectly compensated, serving as voting member(s) of the board. Compensated members do not serve as the board's chair or treasurer.		
d) Maintains minutes that include a record of board members in attendance, a record of action taken and the signature of the board member responsible for the minutes.		
e) Conducts a regularly scheduled written appraisal (at least every two years) of the CEO's performance.		
f) Reviews and approves the annual agency budget in advance of each fiscal year. Regularly reviews the year-to-date financial statements.		
g) Establishes and periodically reviews the organization's financial, personnel and other management policies.		
10. Policies, adopted by the board, and management practices are in place to help ensure accountable and effective operations, including but not limited to, those listed below. The agency demonstrates that it adheres to the policies and practices it has established.		
a) Conflicts of interest involving board members, other volunteers and staff.		
b) Personnel policies, personnel handbook (for agencies with more than one employee) and other operational policies and procedures to ensure efficient and accountable operations.		

c) A policy promoting pluralism and diversity within the organization's board, staff and constituencies. This should include an affirmative action plan and/or non-discrimination statement.		
d) A policy that ensures there is a clear separation and distinction between religious programs and social programs and that participation in religious activities is not a requirement to receive services.		
e) Policies and procedures to ensure sound financial management with regard to: financial reporting, internal controls, creation and maintenance of an operating reserve, management of investments.		
f) If the agency charges fees for its services, a policy that addresses how fees are determined and which makes accommodations for those clients with no ability, or limited ability, to pay the fees.		Attach fee schedule.
g) A policy establishing a mechanism and procedures for client and/or constituent feedback (if applicable) and client grievances.		
h) A policy to ensure the agency makes reasonable accommodations to ensure the accessibility of its services, and, if subject to the Americans with Disabilities Act, ensures the agency's compliance with ADA requirements.		
i) A policy to address privacy concerns of donors through providing a written appeal that will allow both new and continuing donors to inform the agency if they do not want their name and address to be shared outside the organization; and have a privacy policy that is made available to the public upon request, via website, or other means of accessibility.		
11. The agency's board and staff leadership engage in periodic planning and assessment of organizational performance to establish future direction with regard to the agency's programs, finances, and overall management.		
12. The agency carries insurance coverage to protect the public interest and safeguard the assets of the organization. Such coverage may include a blanket fidelity bond, general liability insurance, real and personal property insurance, officers and directors liability insurance (which may be extended to include the agency's chief executive officer) and applicable professional liability insurance.		
13. The agency periodically affirms its programs in light of its mission and ensures that the agency has the organizational capacity (qualified staff, appropriate facilities and financial resources) to implement the program(s).		
14. The agency has defined outcomes for each program and has a system in place to measure and report progress and implement program improvements. Program performance is reviewed annually by the board and staff for effectiveness.		
15. If the agency's governing body is national, a local advisory board or equivalent body assists the board of directors in fulfilling its oversight role, particularly as it pertains to the agency's local services and finances.		
16. If the organization operates under religious auspices, it separates its budget for its social service programs from its religious activities. This separation is clearly distinguishable in the agency's audited financial statements.		