

# **PALATINE TOWNSHIP FUNDING REQUEST FORM INSTRUCTIONS Fiscal Year 2020-2021**

**Instructions for completing the Funding Request Form for Fiscal Year 2020-2021 provided below.**

## **SECTION 1: GENERAL INFORMATION**

Provide the descriptive information for your organization and services provided. Narrative field for this section is limited to 450 characters.

## **SECTION 2: PROGRAMS**

**You may include information for two programs. If you are only applying for one, please leave Program #2 blank.**

Enter your current Year End Date in the **black box in the chart**.

Please indicate the Fiscal Year End dates using the following guidelines:

- Caseload—the most recently completed fiscal year as of the date you are submitting these forms for funding. Example, year-end 6/30/19 for this funding cycle. If your fiscal year coincides with the calendar year, then year-end 12/31/18.
- Current Caseload—this should be the year that is currently underway as of the date that the forms are being completed, for example, year-end 6/30/20 for this funding cycle. If your fiscal year coincides with the calendar year, then year-end 12/31/19.
- Forecast—this should be the year for which a majority of the year is included in the Township funding year, e.g., year-end 6/30/21 for this funding cycle. If your fiscal year coincides with the calendar year, then year-end 12/31/20.

Please complete the program detail for each program for which you are requesting funding for this year, or for which you requested funding last year, but are no longer requesting funding.

Program Name and Description narrative field is limited to 450 characters.

## **Section 3: RECENT IMPLEMENTATION**

The narrative field for this section is limited to 450 characters.

## **Section 4: PALATINE TOWNSHIP FUNDING BY PROGRAM**

This chart will automatically total the data in both horizontal and vertical Total fields.

## **Section 5: TRACKING PARTICIPATION IN PALATINE TOWNSHIP SUPPORTED PROGRAM(S)**

The narrative field for this section is limited to 450 characters.

## **Section 6: COMPENSATION**

Provide information for the past three years.

## **Section 7: EMPLOYEE SALARY REPORTING**

Please include, in the compensation and benefits section, salary, bonus, cost of benefits, and expense/other for the two highest paid individuals. Salary, Bonus, Benefits and Expense Reimbursement will automatically total the data in the Total column.

## **Section 8: CHANGES AFFECTING THE NEED**

The narrative field for this section is limited to 400 characters.

## **Section 9: PARTICIPATION REPORT**

The narrative field for this section is limited to 400 characters.

## **Section 10: AUDIT/FINANCIAL DOCUMENTATION**

Please provide the most recent audit or financial documentation required as an attachment to the application. Also, provide additional materials, if appropriate, and if it will be helpful in understanding your programs or clients.