



Community Partnership

*"Promoting positive home and community environments
to encourage safe, healthy, and successful children and families."*

August 24, 2015

Dear Interested Community Partner:

Thank you for your interest in the Johnson County Community Partnership. Our local site is a member of a state-wide initiative of the Iowa Department of Human Services. The State of Iowa and Johnson County provide critical financial support to implement the 4 strategies to engage the community in the protection of children. The 4 strategies are:

1. Neighborhood Networking
2. Family Team Meetings
3. Shared Decision Making Team
4. Policy and Practice Change

The Johnson County Community Partnership is pleased to make funds available to support Mini Grants in support of our mission. Please complete the attached Mini Grant proposal form and answer each question to the best of your ability. Also please review the *new* improvements sheet attached as we transition into a new fiscal year and we make reporting Mini Grants smoother and simpler for everyone. This form will be reviewed by the Shared Decision Making Team on the third Monday of each month. After your grant is reviewed, you will be notified by email or phone from the CPPC Coordinator, LaTasha DeLoach in reference to the Shared Decision Making Team's decision.

If you are awarded a Mini Grant, please submit a *full* (one page) summary of funding impact, including (but not limited to) # of youth and families involved in your project, anecdotal stories to share with the team about the event, frequency of the event and other essential information listed on the sheet attached. Please see attached for reporting instructions for full reimbursement of funds.

If you have any questions about the application process for this Mini Grant, please do not hesitate to contact LaTasha DeLoach at: 319.356.6090 or ldeloach@co.johnson.ia.us.

Thank you for supporting our community!

Johnson County Community Partnership SDMT



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Mini Grant Proposal

Group/Organization Name: _____

Contact Person: _____

Phone number: _____

E-mail address: _____

Describe activity/supplies: _____

Number of youth/families involved: _____

Date (or time frame) for activity: _____

Amount of funds requesting and Itemized Budget (\$500 or less):

\$ _____ *(please provide budget on separate sheet)*

What other funders are involved? How will you market for to get the public or interested parties to your event? _____

How will this support our mission of encouraging safe, healthy and successful children and families?

Submit proposal to:

LaTasha DeLoach, Community Projects Specialist

Johnson County Social Services

855 S. Dubuque St. Ste 202B

Iowa City, Iowa 52240

(319) 356-6090

Mini Grant Changes – Shared Decision Making Team

Improvements to the CPPC Mini Grant Proposals:

- Proposals must be submitted a month before an event because the Shared Decision Making Committee meets and votes on proposals on the 3rd Monday of the every month unless unforeseen circumstances arise.
- Each individual organization (ex: Prescott Elementary School) can only apply for up to the maximum of \$500 per fiscal year. If three different programs in one school would like to submit grants they would only be able to submit to a total of \$500 for all programs that year
- Each organization **must** submit receipts and invoice to JC Social Services by the 10th of the month to receive reimbursement. Regardless of how many events that your grant is requesting within the awarded \$500 for each time a purchase is made in different consecutive months an invoice and receipts must be mailed in.
- Please submit a budget of the money that you are requesting. We are looking for a short realistic breakdown of funds. We would like to share the mini grants with as many community groups as possible and if we have a close amount of how much each group needs we can serve more children in our community.
- If you have been awarded a Mini Grant and you no longer need the funding, we are asking you notify us within 10 to 15 days after your event so that we can release the funding for other community organizations to have an opportunity to apply for the funding.
- Total of funding used on final report, which must be submitted with the last payment request. The payment will not be made until a final report is received.

If you are awarded a CPPC Mini Grant and you would like to be reimbursed:

You must submit an INVOICE which includes:

- The date of the receipts
- Your organization tax id or a W-9 of the person being paid
- If we need a W-9, it must be mailed, faxed or emailed with a signature
- You need a **separate** receipt for mini grant items from other items for your agency.
- The name of the organization and person to contact and address that we are remitting payment
- Please total of all receipts and provide a note if you are not able to expend the amount awarded.