



FUNDING & BUDGET FORMS INSTRUCTIONS

Process Instructions

1. Funding forms can be downloaded at www.newtriertownship.com, but agencies must turn in 16 paper copies to the Township by Monday, **September 12, 2016 by noon**. Each agency must also submit one full copy (read only) via e-mail to bleverenz@newtriertownship.com. Late proposals will not be accepted. Each of the 16 copies should contain the items listed below (except for Expenditure and Revenue Categories and instructions and the Unit of Service Definitions. Each program applying for funding needs to complete a program information request and the budget form. Agencies with only one program that encompasses all of their operations need only complete the total agency budget form. The narrative forms and instructions are in Microsoft Word and are entitled **Budget Forms for Agencies and Budget Form for Programs**. There are 2 budget pages in Excel; the total agency budget is on the Agency Budget Tab. The program budget is on the Program Budget Tab. A guide to completing the budget forms, including definitions of expenditure and revenue categories, is on the Instruction Form. Please write the year on the budget forms in each column.
2. The funding forms/packet contains the following:
 - a. Cover Page/Eligibility Criteria for Funding
 - b. Other Certification Issues
 - c. Organizational Profile
 - d. Program Application for Funding
 - e. Budget Pages (1 total agency and 1 program page per program)
3. Agencies applying for funding need to complete all the forms in the packet. They should be concise but complete. Our new Committee structure and oversight process is such that the overall level of monitoring has been reduced, so it is critical that we get accurate and complete information.
4. Agencies should prepare 15 complete packets. Each packet should be stapled and contain all of the above information only. Do not include the instructions; the cover page should be at the top of the packet. Please do not include Annual Reports, agency class schedules, agency support letters, or other publicity or program items. If you wish, you may present these to your committee at your funding hearing.
5. Please include two copies of your audit and strategic plan in your deliverables.
6. The Township will contact you in early October regarding a hearing date. We respectfully request that the hearing be attended by the agency director, a board member, and perhaps a key staff member of any program requesting funding. Funding hearings are scheduled for 30 minutes, but new agencies may be granted additional time and, if committee members have concerns, hearings may also last longer. Agencies are assigned to the Agency Oversight Committee, the Mental Health Committee, or the Money Follows the Person Committee. If you have any questions, please call our Community Services Administrator at 847/446-8203 or e-mail him at bleverenz@newtriertownship.com.



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Other Instructions / Tips On Completing The Forms

- Proposals can be one or two-sided. Be sure that all the pages of the proposal are numbered.
- It is up to you to decide how much space you need to answer the questions in the proposal, but keep explanations concise and readable, no more than a short paragraph or two. Committee members must read through many proposals. Remember that the thickest proposal is not usually the best one. You may bullet or number your answers, and can attach any additional information you feel is absolutely necessary. Be sure the questions are answered in order.
- Answer all the questions; if a question is not applicable explain why.
- Unless specifically asked, only include information about those programs you are requesting funding for.
- Double check all the forms before you submit them to the Township. It is also strongly recommended that you review the forms with your Board and staff prior to submission to the Township.

Cost Per Unit of Service / Suggested Units of Service for Type of Program / Agency

The Service Statistics chart asks you to define a unit of service for your program and then give us the total number of units of service provided to clients in that program. To then calculate the cost per unit of service, you divide the total units of service into the total costs of that program. Please make sure you are matching the current years. All program costs should include a portion of the agency's administration and fundraising costs assigned to it. Some programs may wish to calculate cost per unit of service using several different measures. We understand that this cost is reflective of an average for all clients in the program, not any individual client. Units of service should be for all clients, not just New Trier Township residents.

Below are suggested units of service for Township funded programs:

- High School Drop-in Centers – staff hours/hours of service
- Jr. High Drop-in Centers – staff hours/persons served
- Counseling/Therapy/Substance Abuse Treatment – therapy hours and total hours – 2 measures, calculate cost for each
- HAVEN Outreach – staff hours/hours of service
- HARBOUR Programs – days/nights of care
- Residential Services – clients served
- Vocational Services – client day of service/clients served
- Dd/Early Intervention – families served
- Prevention/Education – staff hours/hours of service
- Volunteer Center – staff hours/hours of service
- SASI – staff hours/hours of service
- Meals at Home – delivered meals
- Special Gifts – children served



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- Open Studio Project – staff hours/hours of service
- Senior Programs
 - Adult Daycare – days of service
 - Counseling – staff hours/hours of service
 - Prevention/Education – staff hours/hours of service
 - Comprehensive Senior Services – staff hours/hours of service
- Respite Care – staff hours/hours of service
- YWCA Shelter – staff hours/or cost per person served-maybe different units for shelter and advocacy programs
- Our Place – staff hours/persons served
- JJ’s List – staff hours
- LINKS – clinic visit or staff hours, depending on program
- Erika’s Lighthouse – staff hours/hour of staff time
- Career Resource Center – cost per person served or hours of staff time
- Rebuilding Together – cost per project

If you have specific questions or concerns about what an appropriate unit of service is for your program, or wish to suggest an alternative, please contact Brian Leverenz, Community Services Administrator, at 847/446-8203.

Definitions of Revenue and Expenditure Categories

Budget forms require you to write in applicable dates in each column.

REVENUES

New Trier Township – All revenues from the Township of New Trier, regardless of type.

Federal Government – All funding from the federal government, regardless of agency or fund, including Medicare.

State Government – All funding from the State of Illinois, regardless of agency or type of grant, including Medicaid.

Local Government/Townships – All funding from counties, municipalities, Townships or any special district of local government, other than New Trier Township.

Client Fees – Revenues paid by clients for services, including fees, dues or any insurance revenue paid on behalf of a client from any insurance company.

Grants: Foundations, Corporate, Religious – Total funding from a recognized foundation, corporation, business, religious organization, or other grant making authority, public or private, except United Way. This should be monies not affiliated with the sponsoring of an event, and likely required you to write a grant request.



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REVENUES *Continued*

Individual Contributions – Any funds donated by an individual, either solicited or unsolicited, or through an annual appeal, board meeting or dues, or other process, except special events.

Special Events – Funds raised from any source via any special event such as an auction, dinner, benefit, race, outing, etc., including corporate underwriting of such an event.

United Ways – Funds received via any United Way. Any other grant maker would go under Grants (see above).

Sales – Revenues received from the sales of services, goods or other items, or from any business operated by your organization.

Other Revenues – Items that do not fall into any of the above categories, including interest income. If this line item is greater than 10% of your revenues, please explain.

Total Revenues – The total of all revenue items listed above: ideally it should include all revenue received by the organization from all sources. If not, see the Gain/Loss From Other Funds, listed below.

EXPENDITURES

Program Staff Salaries, Benefits and Taxes – All employee salaries, benefits, and taxes for those responsible for programs and direct service to clients. This may require you, for some employees, to allocate a percentage of their salary to program and a percentage to the other items listed below.

Administrative Staff Salaries, Benefits and Taxes – All employee salaries, benefits, and taxes for those responsible for administration. Again, this may require you to allocate a percentage of salaries, benefits, and taxes to this line item.

Fundraising Staff Salaries, Benefits and Taxes – All employee salaries, benefits, and taxes for those responsible for fundraising. Again, this may require you to allocate a percentage of salaries, benefits, and taxes to this line item.

Professional Fees and Contractual Services – Includes fees paid to contractual or temporary staff, consultants, insurance, audit fees and other professional or contractual expenses.

General Operating Expenses – Includes telephone, supplies, postage, printing, conferences, meeting, trips, transportation, dues, and other regular non-building related operating expenses.

Occupancy and Utilities – This includes recurring expenditures related to the ongoing occupation of buildings, including rent, utilities, and maintenance.

Specific Assistance to Individuals – Includes all cash or financial assistance to individuals served by the agency.

Major and Minor Equipment – Includes items such as computers, vehicles, televisions, and other items not related to building/occupancy or major capital expenses.

Major Capital Expenses – Includes major building repairs or construction, site acquisition/destruction, or other major capital expenses.

Fundraising – All fundraising expenses other than staff salaries as listed above.



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EXPENDITURES *Continued*

Other/Miscellaneous – All expenditures items that do not clearly fit into the above categories. If greater than 10% of your expenditures, please explain.

Total Expenditures – The total of all expenditure items listed above; ideally it should include all expenditures made by the organization on all items. If not, see the Gain/Loss From Other Funds, listed below.

Surplus (Deficit) – Revenues minus expenditures; if a negative number, please put in parentheses.

Gain or Loss from Other Funds – If the budget presented does not represent all of an agency's expenditures and revenues, please note the net gain or (loss) from these other funds. We would prefer that the budget reflect all expenditure and revenue sources, including those from restricted funds, agency associated foundations, etc. If necessary, please explain this item.

PROGRAM BUDGET SHEET

The program budget sheet is specific to the program that is requesting funding, and must be completed for each program, unless the agency is only applying for one program and that program represents the agency's entire budget. In that case, you need not complete the program budget form. It focuses primarily on expenditures, and does require you to allocate any fundraising/administrative costs to the program. The only revenue items we ask for are client fees/dues and program restricted revenue. All other revenue items would include those not listed in the first two lines. Then provide us with a total for all program revenues; this line should match the total for all expenditures, unless the program ran a deficit or surplus.