

2025 INGHAM COUNTY COMMUNITY AGENCY APPLICATION

ALL APPLICATIONS MUST BE SUBMITTED BY
WEDNESDAY, JULY 31st, 2024 5:00pm to:

For questions, please contact: (517) 676-7206

I. INSTRUCTIONS

1. The Application must be received by **Wednesday, July 31st, 2024 5:00pm.**

2. You may submit the application via online, mail, or email to:

Mail: Ingham County Controller's Office
Ingham County Courthouse
341 S. Jefferson St.
P. O. Box 319
Mason, MI 48854

Email: controller@ingham.org

3. **The following information must be included with this Application:**

- a. Section II - Applicant Information
- b. Section III - Detailed Scope of Work (one page or less)
- c. Section IV - Project Budget
- d. Copy of the current year Organization's Budget
- e. Copy of Federal 990 Form **or** Certified Audit (not both)
- f. Current list of Board of Directors
- g. Copy of Tax-Exempt Status Letter from Internal Revenue Service
- h. Copy of Insurance Certificate, including the following:

Commercial General Liability Insurance: In the amount of \$1,000,000 or more.

Motor Vehicle Liability: In the amount of \$500,000 per occurrence, and/or aggregate, combined single limit, bodily injury, and property damage **OR** separate letter/email stating that your agency does not have, insure, or operate vehicles.

Additionally Insured: Ingham County must be listed as "additionally insured".

II. APPLICANT INFORMATION

1. Organization: _____

2. Contact Person: _____ Title: _____
3. Alternate Contact Person: _____ Title: _____
4. Report Contact Email: _____

5. Proposal Title: _____
6. Organization's Address: _____

7. Phone Number: _____
8. Website: _____
9. Amount Requested: \$ _____
10. Federal Tax Identification Number: _____
11. Names and titles of persons who are authorized to execute agreements on behalf of your organization:
Name: _____ Name: _____
Title: _____ Title: _____
12. Organizational Status: Please Check One –
☐ 501(c)(2) ☐ 501(c)(3) ☐ 501(c)(4) ☐ 502(c)(3)
☐ For Profit (specify): _____
☐ Unit of Government/School (specify): _____
☐ Not Incorporated (specify legal and/or professional status): _____
13. How long has the organization been in business? _____
14. What is the number of full-time equivalent positions currently employed? _____
15. How many volunteers are currently involved? _____
16. Does this program/proposal serve Ingham County residents? ☐ yes ☐ no
17. Does this program/proposal involve coordination, collaboration, or partnership with County services, other local government, other agencies, or similar programs? ☐ yes ☐ no

Please explain.

18. Is this your first request for funds from Ingham County? ☐ yes ☐ no

19. a. Have you sought funds for this proposal or concept from any other entity?
☐ yes ☐ no

Please identify who and the response.

b. Does the proposal anticipate utilizing funds from other sources? ☐ yes ☐ no

c. How is the other funding source assured?

20. Is your organization currently a member of the Power of We Consortium? ☐ yes ☐ no

III. DETAILED SCOPE OF WORK

The Scope of Work should be one page or less and contain:

1. A statement about the general nature of the services and population your agency serves.
2. **A statement of the specific details of the proposed program that the County funds, if granted, will be used for.**
3. A statement explaining how the proposal will address the County's long-term objective of meeting basic needs, with priority given to proposals that directly contribute to addressing food, clothing, and shelter. If additional funding is available, secondary consideration will be given to agencies serving vulnerable populations.
4. A statement detailing the specific target group to be served.
5. A statement describing the eligibility criteria for these services.
6. A statement describing how the funds will be used within the approved year.

IV. PROJECT BUDGET

The Proposed Line Item Budget should be structured to address four major areas: Personnel Services, Professional and Contractual Services, Operating Expenses, and Direct Services to Ingham County Residents. Please be advised that emphasis will be placed on delivery of direct services to county residents and use of Community Agency funds for personnel related expenditures is strongly discouraged.

		COUNTY REQUESTED AMOUNT	OTHER SOURCES
1	<u>Direct Services to Ingham County Residents</u>		
	a. Food		
	b. Utilities		
	c. Shelter/Housing		
	d. Other Direct Assistance		
2	<u>Professional and Contractual</u>		
	a. Medical Services (for recipient population)		
	b. Accounting Services		
	c. Membership/Subscriptions		
	d. Federal or State grant match		
	e. Office Equipment Leases		
	f. Maintenance Agreements		
3	<u>Operating Expenses</u>		
	a. Telephone		
	b. Rent		
	c. Utilities		
	d. Postage		
	e. Office Supplies		
	f. Travel		
	g. Insurance		
4	<u>Personnel Services</u>		
	a. Salaries & Wages		
	b. FICA		
	c. Unemployment		
	d. Fringe Benefits (may be further subdivided)		
	e. Overtime		
	f. Temporary		
	g. Work Study Wages		
	TOTAL		

Please note, all awardees will need to uphold the Non-Discrimination requirement:

Non-Discrimination. Awardees will not discriminate against a person to be served or an employee or applicant for employment with respect to: hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment due to race, color, religion, national origin, age, sex, gender identity, sexual orientation, disability that is unrelated to the individual's ability to perform the duties of that job or position, height, weight, marital status, or political affiliation. The awardee will also adhere to all applicable Federal, State, and local laws, ordinances, rules, regulations, and policies prohibiting discrimination, including, but not limited to, the following:

- The Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended.
- The Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended.
- Section 504 of the Federal Rehabilitation Act of 1973, P.L. 93-112, 87 Stat 355, and regulations promulgated thereunder.
- The Americans with Disabilities Act of 1990, P.L. 101-336, 104 Stat 327 (42 USCA §12101 et seq), as amended, and regulations promulgated thereunder.

RESOURCE PAGE

- Resolution Establishing 2025 Community Agency Criteria
- 2025 Community Agency Application Process Press Release
- [Elliott-Larsen Civil Rights Act, 1976 PA 453](#)
- [Persons with Disabilities Civil Rights Act, 1976 PA 220](#)
- [Section 504 of the Federal Rehabilitation Act of 1973, P.L. 93-112, 87 Stat 355](#)
- [Americans with Disabilities Act of 1990, P.L. 101-336, 104 Stat 327 \(42 USCA §12101 et seq\)](#)
- To learn more about the Power of We Consortium visit their website at www.powerofwe.org or contact Robin Ross at r.ross@uwscmi.org.