



## **St. Charles County Domestic Violence Board**

(per Section 488.445, RSMo; Article VIII, Section 120.625)

### **APPLICATIONS FOR FY2021 FUNDING DUE OCTOBER 1, 2020**

#### **Information Related to Funding**

The St. Charles County Domestic Violence Board annually allocates and distributes funds collected through fees from marriage licenses and petitions for dissolutions of marriage to shelters for victims of domestic violence. Agencies qualifying for funds distributed through this Board must:

1. Operate a shelter for victims of domestic violence, be incorporated in the State of Missouri as a non-profit corporation,
2. Have trustees who represent the racial, ethnic, and socioeconomic diversity of the community to be served (at least one must possess personal experience in confronting or mitigating the problems of domestic violence),
3. Receive at least 25 percent of its funds from sources other than funds distributed through this fund,
4. Provide residential service or facilities for children when accompanied by a parent, guardian, or custodian who is a victim of domestic violence and who is receiving temporary residential service at the shelter,
5. Require persons employed by or volunteering services to maintain the confidentiality of information that would identify those served by the shelter, require that employees and volunteers of the agency who work regularly with children are screened as required in Section 455.200, and
6. Provide services without regard to race, religion, color, age, marital status, national origin, or ancestry.

**Applications for 2021 funding are due by October 1, 2020** and following review of the applications, the Domestic Violence Board will notify the agencies in writing on or before November 15, 2020 whether the agency will receive funding and the amount which may be available to the agency if such amount is approved by the County Council.

All funds distributed by the Domestic Violence Board shall be distributed only after the approval of the Board's recommendations by the County Council upon its consent agenda and after the execution of a contract by the agency to which funds will be distributed.

**If applications are received from more than one qualified shelter for victims of domestic violence and the requests for the funds exceed the amount of funds available, funds shall be allocated on the basis of the following priorities:**

1. To shelters in existence on August 13, 1982
2. To shelters offering or proposing to offer the broadest range of services and referrals to the community served, including medical, psychological, financial, educational, vocational, child care services and legal services

3. To other facilities offering or proposing to offer services specifically to victims of physical domestic violence
4. To other qualified shelters

**Annual Report required:** An agency that receives funds from the St. Charles Domestic Violence Board shall file an annual report with the Board on or before March 31 of the year following the year in which funds were received. The annual report shall include statistics on the number of persons served by the shelter, the relationship of the victim of domestic violence to the abuser, the number of referrals made for medical, psychological, financial, educational, vocational, child care services or legal services. The annual report shall also include a financial statement accompanied by an audit, review, or compilation prepared by an independent certified public accounting firm for the previous closed financial year of the applicant agency; however, if that statement is not through December 31 of the previous year, the applicable financial statement covering the period closing December 31 of the previous year is due within 190 days of its receipt by the agency. No information in the report shall identify any person served by the shelter or enable any person to determine the identity of such person(s).

1. An agency's service report shall be accompanied by the audit if the agency's total revenue during that year exceeded three million dollars (\$3,000,000.00)
2. An agency's service report shall be accompanied by at least a review if the agency's total revenue during the previous closed financial year exceeded two million dollars (\$2,000,000.00) but did not exceed three million dollars (\$3,000,000.00)
3. An agency's service report shall be accompanied by at least a compilation if the agency's total revenue during the previous closed financial year was two million dollars (\$2,000,000.00) or less.

An agency which misses the March 31<sup>st</sup> deadline for submission of its agency's report thereby renders itself ineligible for the following year's funding cycle and no funding shall be voted by the Domestic Violence Board for the following budget year with regard to that agency. However, if the agency shows good cause why the agency cannot submit the audited financial statement, the Domestic Violence Board may recommend an award contingent upon the submission of the audit; the funds may be allocated but shall not be disbursed until the audited financial statement is submitted to and approved by the Domestic Violence Board.

The ineligibility for funds due to failure to submit an annual report shall not be permanent, but in order to be eligible in future funding cycles, the agency shall have sat out at least one (1) twelve (12) month funding cycle and shall have filed the missing report with the Domestic Violence Board.

The Domestic Violence Board shall compile the reports filed pursuant to Section 120.625 and transmit the compiled report to the County Executive and the County Council.

If you have any questions, please contact Karen Hutchins at [Khutchins@sccmo.org](mailto:Khutchins@sccmo.org) or 636-949-7900 Ext. 7227.



**Required Documents/Information:**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Mission Statement  | <input type="checkbox"/> Board Roster                 | <input type="checkbox"/> Tax Exempt Letter   |
| <input type="checkbox"/> Most recent external independent Audited Financial Statement | <input type="checkbox"/> MO Incorporation Certificate |  |
| <input type="checkbox"/> Certificate of Good Standing                                 | <input type="checkbox"/> Policy on Confidentiality    | <input type="checkbox"/> Policy on screening for<br>Volunteers/Employees for past<br>child abuse and neglect |
| <input type="checkbox"/> Agency Long-Range Goals                                      | <input type="checkbox"/> Current Agency Budget        |  |

## 2021 Proposal/Project Budget Summary

**Project Name:**

<b>Expense Item</b>	<b>Project Total</b>	<b>Other Sources</b>	<b>Domestic Violence Fund</b>
<b>Staff Salary(ies)</b>			
<b>Mileage</b>			
<b>Supplies</b>			
<b>Printing</b>			
<b>Staff Trainings</b>			
<b>Postage</b>			
<b>Other</b>			
<b>Other</b>			
<b>Other</b>			
<b>Other</b>			
<b>TOTALS:</b>			

**2021 Agency Funding Sources of Applicant**

<b>FUND SOURCE</b>	<b>TOTAL LAST FISCAL YEAR</b>	<b>BUDGET PROJECT YEAR</b>
Federal Government		
State Government		
Local Government		
Foundations		
Corporate Gifts		
Religious Groups		
Private		
Individual		
In-Kind Donations		
Other		
<b>TOTAL FUNDING</b>		

What percentage of your total organizational budget will be funded by this application request?