



KANE COUNTY RIVERBOAT FUND PROGRAM

2008 Application Packet

**Kane County Riverboat Fund Administrator
719 Batavia Avenue
Geneva, IL 60134
630-232-5971**

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GUIDELINES

MISSION:

To serve as a financial aid for programs strengthening Kane County's communities and government through efforts in education, environment, and economic development and with emphasis on addressing Kane County problems and provide long-term solutions. (In general, projects shall be made for capital purposes only, not for ongoing operating expenses.)

GOALS:

- Promote creative solutions to problems and encourage cooperation among organizations within Kane County by supporting linkages and resources pending.
- Support communities' efforts to develop and implement strategies that are aimed at achieving long-term, positive results, and efforts that assure successful participation in a civil society.
- Encourage multi-disciplinary approaches to addressing critical issues.

PRIORITIES:

- ***Education***

Kane County seeks to promote or enhance educational and training programs and initiatives that address community and government improvement issues.

Environment

Kane County encourages programs/projects to address a broad spectrum of environmental issues.

Economic Development

Kane County supports initiatives that promote economic and community development.

STRATEGIES:

- Promote cooperation among organizations without duplicating services.
- Demonstrate practical approaches to current county issues.
- Enhance or improve organization self-sufficiency and effectiveness.
- Emphasize prevention

In addition, favorable consideration will be given to projects that:

- Affect a broad segment of the Kane county population.
- Are relevant to overall county needs and available resources.
- Are pilot programs clearly replicable in their design.
- Have reasonable prospects for future support.
- Have brought together a wide variety of funding partners

Kane County will NOT consider requests from:

- Organizations that discriminate because of race, color, creed or national origin.

- Political organizations, candidates for political office, and organizations whose primary purpose is to influence legislation.
- Religious organizations when denominational or sectarian in purpose.
- Funding for research.
- Organizations benefiting only a few people.
- Special occasion, good-will, program advertising and special interest magazines.
- Individuals.
- Travel funds for tours, expeditions, or trips by individuals or groups.
- Covers deficit spending or payment of interest or taxes.
- Routine operating support for ongoing programs.
- Annual fund campaigns.
- Projects/Programs outside Kane County.
- Underwriting for fund-raising events and performances.
- Loans.

APPLICATION PROCEDURES:

1. Application and Project/Program Questionnaire must be filled out completely and all supporting documentation submitted by due date.
2. Kane County will NOT accept handwritten applications or those sent by fax or e-mail. All applications should be sent to:

Kane County Board
Attn: Riverboat Fund Administrator
719 Batavia Ave.
Geneva, IL 60134

KANE COUNTY
RIVERBOAT FUND PROGRAM
Application

APPLICATION SUMMARY

Project Name: _____

Applicant Name: _____ FEIN: _____

Applicant Address: _____

Contact Name: _____

Phone: (____) ____ - ____ Fax: (____) ____ - ____

Project Summary: *(Provide a general statement explaining the scope and purpose of the project.)*

Riverboat Grants are given for projects in the areas of Education, Economic Development and Environment. Which category does your project address and why? _____

PROJECT FUNDING

1. Total cost of project identified above: \$ _____

2. Total funds available from other sources: \$ _____

3. Amount requested from Kane County Riverboat Fund Program \$ _____

4. **Attach a budget for the project.** Include all project expenses. Include contractor quotations, etc. to support expenses. Identify the funding sources that will cover those expenses. **We encourage multiple funding sources.** Please provide a fundraising plan. Indicate whether or not funding sources are committed to the project and, if so, the date these funds will be available. Documentation of other funding sources is required.

PROJECT TIMELINE

Provide timeline for start date, major milestones, and completion of project.

Signature

Date

PROJECT/PROGRAM QUESTIONNAIRE

PROJECT QUESTIONS:

1. What do you intend to do with the Riverboat Fund money?

2. How does the community benefit from this project/program and why is the project/program important and relevant to Kane County?

3. Provide the physical location of this project/program and indicate the geographical area being served.

4. How will you measure and document the results of your efforts?

5. Who is responsible for implementing the project/program, and what are the qualifications of that person(s) to undertake the project/program?

6. What best practices will you employ on this project/program?

7. What is your plan for financially sustaining this project/program?

8. Have you applied for or received Riverboat funding from Kane County in the past? If so, were projects completed and final reports submitted? Provide project name, amount of funds received, and year received.

9. Have you received any Kane County CDBG funds in the past? If so, please provide name of project, date, and amount of funds received.

10. Is this a collaborative effort with other entities? If so, please elaborate.

ORGANIZATION QUESTIONS:

11. Describe your organization and its history.

12. Who are the people or groups your organization serves?

13. What are the specific goals and objectives of your organization and how will this project help you achieve those goals.

APPLICATION PACKET CHECKLIST FOR REQUIRED DOCUMENTATION

APPLICATIONS ARE NOT COMPLETE UNTIL ALL OF THE FOLLOWING INFORMATION IS PROVIDED.

- _____ 1. An Executive Summary of the project/program to include specific milestones and timeframes. Include drawings, photographs and sketches which help to explain the scope of the project.
- _____ 2. Detailed project budget which includes itemized income and expenses supported by documentation. Include copies of comparative quotes, etc. If there is an architect or engineering estimate, provide one quote. If there is no architect or engineering estimate, please provide two quotes.
- _____ 3. List of other funding sources (public or private) including entity and amount requested/provided. Attach documentation of funding commitments.
- _____ 4. Resumes of key personnel responsible for implementing/overseeing the project.
- _____ 5. Organizational material such as articles of incorporation or charter, mission statement, licenses or certifications, 501©(3) letter or other IRS letter (if applicable).
- _____ 6. An Officers and Board of Directors list for the organization and brief bio information including other professional affiliation if known.
- _____ 7. Financial information for your organization; include the most recent financial statements and CPA audit report if available and a copy of your current fiscal year budget. Governmental bodies shall only be required to provide a budget for the program or project.

REFERENCE OR SUPPORT LETTERS ARE OPTIONAL

RIVERBOAT FUND AGREEMENT

TERMS AND CONDITIONS

Project/Program _____

Number _____

Projects/Programs receiving money from Kane County Riverboat Funds are subject to the following terms and conditions:

1. The money is to be used exclusively for the purposes specified in this letter and in your application. Any unused funds at project completion must be returned with your final report within 60 days thereafter to Kane County.
2. No part of this money may be used for purposes other than educational, environmental, or economic development. No part of this money may be used for a project/program outside of Kane County.
3. No part of the money may be used to attempt to influence legislation, to influence the outcome of any specific public election, or to carry out, directly or indirectly, any voter registration drive.
4. No part of the money may be used for personal expenses.
5. No part of this money may be used for a grant to another organization.
6. Modifications to the project may be made only with Kane County's written approval. If any material changes occur in the project, you must notify us in writing before making further expenditures.
7. If the timeline of the project is not met, you must notify the Kane County Riverboat Fund Administrator in writing with a revised time schedule and the reason for the change.
8. By signing this agreement, your organization, if applicable, confirms that its 501 (c) (3) determination letter from the Internal Revenue Service, which also states that your organization is not a private foundation, has not been revoked or modified, and that, if applicable, your organization is current with all filing requirements of the State of Illinois for not-for-profit corporations. If the letter or your state certification is revoked or modified, you must immediately notify the Kane County Riverboat Fund Administrator.
9. You agree to maintain records for this money separately on your books of account, charge expenditures made in furtherance of the project/program against these monies, and keep those records in a manner adequate to enable the use of these funds to be checked readily.
10. You agree to keep the aforesaid records, along with copies of the reports submitted to the Kane County Riverboat Fund Administrator for at least four years and make the records available to Kane County at reasonable times.

11. You agree to provide a project status report to the Kane County Riverboat Fund Administrator every six months for the life of the project/program.
12. You understand that Kane County intends to monitor and evaluate the activities funded by these monies, and that Kane County may discontinue, modify, or withhold part or all of the funds when, in its judgment, such action is necessary to comply with any laws or regulations.
13. Within a reasonable time after the close of your annual accounting period, and in all events within 60 days after the end of the allotted period, you agree to furnish to Kane County a Final Report Questionnaire.
14. If your project/program is not completed during your current accounting period, an annual report on the status of the project shall be submitted within 60 days of that date. Kane County reserves the right to review and as appropriate reconsider the funding if no substantial progress has been made in implementing the project or program.
15. If you breach the terms of this agreement, you agree that Kane County is entitled to repayment of all monies including reasonable attorney's fees and cost of collection.
16. In the event that all or any part of these funds is to be used for the purchase or lease of any real property, it is the policy of the County that the Agreement shall specify that upon any sale or transfer thereof at a profit to the grantee, the amount of the funds received shall be repaid to the County to the extent of the profit realized, unless the Agreement shall specifically otherwise provide. This policy shall not apply where the terms of the project/program specifically contemplate the sale of property as part of the core purpose of the project/program.

Disbursement of these funds shall be in accordance with an individualized determination based upon the needs of the project. Ongoing funding is subject to compliance with all the documentation and reporting requirements. There may be other terms and conditions added to this agreement as deemed appropriate.

Kane County may prescribe a specific form of agreement incorporating these terms and conditions and any additional terms and conditions, including the disbursement schedule.

If you have any questions about the effect of these provisions, or if the requirements outlined above pose special problems for you, we would be pleased to discuss them with you. If, during the course of your use of these funds, you would like information on the application of one or more of the above provisions to a particular problem or situation, please consult with us.

Your acceptance of this agreement should be indicated below by the signature of the officer or officers who are, under your bylaws, and the law governing you, authorized to execute contracts on behalf of your organization. Please return the executed original of this letter to Kane County and retain a copy for your files.

ADDITIONAL TERMS AND CONDITIONS:

Proof of any matching funds must be provided before any Riverboat funds are disbursed.

All outstanding paperwork for prior projects that received Kane County Riverboat funding must be submitted prior to release of funds for this project.

Funding for construction projects has a two year time limit for use. If this time frame is not met, the project will be reviewed by the Riverboat Fund Subcommittee to determine if funds will continue to be available for the project.

Sincerely,

Karen McConnaughay
Kane County Board Chairman

Accepted on behalf of (Organization)_____

This _____ day of _____, 200_

By: _____
(signature)

Name: _____
(printed name)

Title: _____

SIX MONTH & FINAL REPORTS

Reports are due every six months for the life of your Grant. A Final Report is due at the completion of your project.

SIX MONTH REPORT

The six month reports should provide a narrative of what has been accomplished during the timeframe and an expectation of future activity.

FINAL REPORT

On a separate sheet of paper, please restate each question followed by your response

ORGANIZATIONAL PROFILE

1. Name of organization
2. Project/ Program
3. Address
4. Telephone, fax, and e-mail
5. Primary contact person (name and title)
6. Contact person telephone, fax, and e-mail
7. Period covered by this report (month/day/year to month/day/year)

PROJECT/PROGRAM INFORMATION

1. Briefly describe the project/program.
2. What was accomplished during the grant period? Were all the project/program goals and objectives achieved? If not, what challenges or setbacks did you encounter and how did you respond? Please be very specific.
3. What were the strengths and weaknesses of this project/program and how would you improve it in the future?
4. What impact has this project/program had on the target beneficiary group and Kane County in general?
5. What did you learn about the target population, community resources, best practices or the need that led to your involvement in the project?
6. Briefly describe the next phase of this project/program, if there is one.
7. Do you consider this a successful and effective project/program? If so, why. Please specify what tools you used to measure the success and effectiveness of the project/program.
- 8. What was the most notable project/program accomplishment?**

BUDGET

1. How did you spend grant funds? Please attach a budget report of project expenditures for the entire project/program. Line items should be identical to those in the project budget as submitted in the proposal. Also, please provide a year-to-date financial statement for the organization.
2. Was any portion of the grant funds not expended on the project/ program? If so, the unused funds must be returned to Kane County with this report. Please explain the reason for unexpended funds (e.g. project completed under budget, project modified or abandoned, other funds received, etc.).
3. Please provide supporting documentation for all expenditures.

OTHER

1. How was your experience working with Kane County during this process? Please describe positive experiences as well as challenges with the process: from initial submission of application to this final report.
2. Please provide copies of newspaper articles, reports, quarterly newsletters, brochures, flyers, or other external communications outlets in which the funded project has been recognized. Also please provide a picture of the plaque provided by Kane County as it is displayed at the project/program.

ATTACHMENTS:

Remember to attach or include the following:

- _____ Detailed budget report of project/program expenditures
- _____ Year-to-date financial statements
- _____ Narrative about your experience with the Kane County Grant process
- _____ Newspaper articles, newsletters, brochures, etc.
and picture of plaque and display site
- _____ (If applicable) Check for any unexpended grant funds