



**WHITNEY HEIN**  
**JONES COUNTY AUDITOR**  
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December 13, 2022

Dear Boards and Commissions Requesting Funding from Jones County,

If you will be requesting funds from Jones County for fiscal year 2023/2024, please review the attached materials and submit your request in the required format. The format for budget requests has changed so please be sure to read all materials thoroughly.

Please submit funding applications to the Auditor no later than January 6, 2023. Application forms can be sent to [whitney.hein@jonescountyiowa.gov](mailto:whitney.hein@jonescountyiowa.gov), sent via mail, or dropped off in person in the Auditor's office. The Auditor will provide the request to the Board of Supervisors with their budget packet.

If the Board approves your budget request, the Auditor will send you a notification letter after March 31, 2023 with further instructions.

Sincerely,

Whitney Hein  
Jones County Auditor



# Application Process for Funding

The Jones County Board of Supervisors will allocate funding for providing community services that advance the following public purposes:

- Basic skills training
- Business climate
- Childcare
- Conservation and preservation of natural resources
- Crisis prevention and assistance
- Economic vitality
- Education
- Employment opportunities
- Environmental protection
- Energy
- Equal opportunity and combatting discrimination
- Financial management and debt relief
- Health and mental health care
- Heating and utilities
- Job Training
- Nutrition and Hunger
- Poverty and providing for necessities
- Relief from domestic violence, domestic assault, and sexual abuse/assault
- Shelter and heat when housing is unavailable
- Special needs training and assistance
- Stable and secure housing

## Schedule:

- Application submission deadline is January 6, 2023
- Presentations to the Board of Supervisors January and February 2023
- Award notification is after March 31, 2023

### Presentation to Board of Supervisors:

- Each applicant will have the opportunity to present at a scheduled time during the Board of Supervisors meeting. Presentations should be no more than ten minutes length.

### Service Eligibility:

- Funds awarded by the Board of Supervisors may be used only for service that advance one of more of the public purposes identified by the Jones County Board of Supervisors and listed below, for the benefit of the residents of Jones County. Applicant should be able to identify services it performs that will advance one of more of the following public purposes identified by the Board of Supervisors.

### Fund Requirements:

- Funds must be used for those services for which the County ultimately contracts. Funds will not be paid until the services are performed and invoiced to the County.
- At any time, the Board of Supervisors may request that an update on services be presented during a Board of Supervisor meeting and/or documentation concerning contracted services.

### Evaluation Criteria:

- Submitted requests will be evaluated by the following criteria in no order of importance:
  - Demonstrates economic impact and/or community development.
  - Has potential for long term impact.
  - Serves a broad segment of the population.
  - Clearly describes the project goals.
  - Demonstrates plans for future funding for the project/program.

### Selection Process:

- The Board of Supervisors may not be able to fund every application submitted. If an application is not awarded, the decision does not reflect on the value of the group or service.
- To ensure fairness, applications that are incomplete, do not follow guidelines, or are not timely will not be eligible for funding.



# Application for Funding FY24

Please type your responses below and provide attachments where required.

## Applicant Information

- Applicant or Organization Name:
- Date:
- Contact Person's Name:
- Email Address:
- Address including city, state, and zip code:
- Phone Number:
- Entity Type (government, non-profit, etc.):
- Please include your organization's mission statement and services provided:
- Dollar amount of funding being requested:

## Project/Program Information

- Project Name and Brief Summary (maximum of 4 sentences):
- List the public purpose(s) that your program will provide (see list on page 2 of this document):
- Describe the project, its location, population served and the need for the program:
- Describe the goals and objectives of the project:
- Describe the impact the proposed project will have in Jones County:
- What is the sustainability plan to provide ongoing program/project continuity?:

## **Financial**

- Please attach a detailed budget to this application. Please include projected fiscal year-end fund balance and provide an explanation of carry over funds.
- Will this funding help leverage other funding sources? (example: grant match):

\*All fields are required.

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Signature of person completing application

Date