

# *2018-2019 Lincoln County Nonprofit Social Service Agency Allocations*

## **APPLICATION INSTRUCTIONS**

1. Each applicant should provide the following information:
  - 1.1. Copy of most recent Audit or Financial Statement, if available.
  - 1.2. List of Corporation Board Members.
  - 1.3. Application (attached\*) which includes narrative description of agency and detailed identification of benchmarks that measure your delivery of services (number of people served, number of service referrals, etc.). An update on delivery of services funded by previous allocations should be included. There is no limit on requests, but applicants need to realize that resources are limited and numerous requests are expected. A Review Committee recommends allocations to the Board of Commissioners and is not bound by the incremental amounts requested by applicants.
  - 1.4. Budget and actual expenditures for current fiscal year and proposed budget for next fiscal year, *i.e.*, July 1, 2018-June 30, 2019 (Revenue/Expenditure Budget attached\*).
  - 1.5. Personnel information (Agency Personnel Summary attached\*).

Submit one original application. Please **paper clip** the materials together. **DO NOT STAPLE THE APPLICATION**, as it will be copied for inclusion in a book for the Review Committee. **Please do not include blank unnecessary pages or brochures.** We can only include standard 8.5 x 11 pages in the book.

Applications and information are due by **5:00 p.m. on Thursday, April 19, 2018**, in the Lincoln County Board of Commissioners Office, Room 110, 225 W. Olive, Newport, Oregon, 97365. You may contact Kristi Whitaker for further information and assistance by calling 265-4100.

*\*NOTE: Attached forms are available in electronic form. Please download forms from county website [www.co.lincoln.or.us](http://www.co.lincoln.or.us) or e-mail Kristi Whitaker at [kwhitaker@co.lincoln.or.us](mailto:kwhitaker@co.lincoln.or.us) to request forms.*