



2022 Special Alcohol Funding Application Information

We ask that you read and follow all instructions carefully. Applications may be submitted any time up **until March 31, 2021 at 5:00 p.m.** Applications received after the deadline will not be considered for funding.

Application Guidelines

1. Monies for the 2022 funding year will be based solely on the assumption that the special alcohol tax monies will be granted to municipalities by the State of Kansas. In the event that the monies are not granted to the City of Manhattan for the 2022 funding year, *there will be no monies distributed.*

2. **Make sure your application is grammatically correct, free from errors, and all column totals are added correctly.**

3. Your application will be assigned to a team of Special Alcohol Advisory Committee members and they may contact you to conduct a site visit. Under the committee bylaws site visits are an annual requirement, however, members may perform two site visits if they would like to learn more about an agency. In April, you will then be contacted by the City Liaison to set up a public hearing for the funding of your agency. During this meeting you will be asked to explain the programs that will be funded by the monies requested. This presentation usually lasts about 10-15 minutes. After your presentation, there will be a 10-15 minute question and answer session. Any of the members from the Committee may ask you questions, and you are also encouraged to ask any questions of the Committee that you may have.

4. After reviewing all applications and conducting the hearings, the Special Alcohol Committee will make written recommendations to the Manhattan City Commission during the second work session, which is tentatively scheduled for **June 22, 2021**. All agencies will be notified of the recommendations prior to the commission meeting. The Commission may approve the recommendations, approve with modifications to the amount or with contingencies, defer until further information is gathered, or decline entirely. You will also be notified after the Commission takes action. (Note: The deliberations of the Special Alcohol Committee and City Commission are open to the public and we invite and encourage you to attend these hearings and meetings.)

Writing your Application

1. Complete the form as it is provided. All fields **MUST** be filled in; if not applicable, please indicate. The application is available on our website at www.cityofmnhk.com. If you have trouble accessing the application or need a paper copy to fill out, contact Kathy Sterling at 587-2472 or sterling@cityofmnhk.com.

2. **Organization information:** Please designate a primary contact person with his/her address and phone number and an e-mail address. A 501(c)(3) organization is one of many not-for-profit categories as defined by the IRS. However, you do not have to be a 501(c)(3) organization to qualify for funding.

3. **Organizational budget:** Please use the form provided at the end of the application.

4. **Endorsement:** It is expected that applications are submitted with the knowledge and approval of your governing body. The proposal must be signed by the highest-ranking staff member (executive director). If your organization is using another organization as fiscal agent, the signature must be by the fiscal agent organization director.

Submitting Your Application

1. Attach the following (please place in same order):

- 2022 Application
- Total Revenue & Expenses Form
- Budget Form 2 (This form should clearly show and highlight the use of Special Alcohol/City of Manhattan funds)
- List of current board members and their responsibilities
- A copy of the most current IRS Form 990

2. If applying for first time OR if changes have occurred in your organization, attach all of the above and each of the following:

- Affirmative Action Statement
- Proof of 501(c)(3) status (*if applicable*)
- A copy of your organization's by-laws
- Prevention Principles Section

3. Please electronically submit all documentation required via the online submission portal.

4. Applications **MUST** be submitted by 5 p.m. on March 31, 2021 to be considered for funding.