

Boone County Children's Services Fund Checklist

Purpose: This document is to assist organizations considering applying for funds through the Boone County Children's Services Fund (BCCSF). The steps in this document are to outline suggested steps to be prepared for future funding opportunities. Please note, following these steps does not guarantee funding from the BCCSF.

Step 1: Learn about the Boone County Community Services Department (BCCSD)

The Community Services Department was created to oversee and coordinate the disbursement of the funds received from the Children's Services sales tax and the domestic violence funds collected through court fees.

- Review recent annual reports produced by the BCCSD
- Review the "[About Children's Services Fund](#)" webpage
- Read the [Boone County Children's Services Board's Funding Policy](#)

Step 2: Set up a meeting with the BCCSD outside of a Request for Proposal (RFP) (Optional)

The BCCSD is happy to meet with organizations interested in applying for funds when an RFP is not currently open. Once an RFP is released to solicit proposals for programs, all questions must go through the Boone County Purchasing Department. Contact communityservices@boonecountymo.org to schedule a meeting.

Step 3: Items to complete prior to applying for funding

Please see [Funding Resources](#) webpage for instructions and more information about the following items.

- Register as a vendor through the Boone County Purchasing Department
 - Organizations are encouraged to register as a vendor to receive notifications of when Request for Proposals (RFP) are released by the BCCSD. Multiple individuals at an organization can register.
- Create an account and/or login onto the Boone Impact Group's (BIG) funding management system.
 - The BCCSD uses a web-based funding management system provided by Foundant Technologies for submitting all funding proposals. The system is shared by the BIG partners (BCCSD, Heart of Missouri United Way, and City of Columbia – Columbia/Boone County Department of Public Health and Human Services). Proposals submitted through an RFP must be submitted through Foundant.
 - A guide on navigating Foundant can be found on the Funding Resources webpage.
- Begin completing your Organization Profile on Foundant
 - Information on creating and/or editing the Organization Profile can be found in the Navigating Foundant training guide.
- Review Boone County's insurance requirements
 - Make sure the organization will have the required insurance coverages. An organization does not need to meet the insurance requirements at the time of submitting a proposal

but would need to be met if approved for funding by the Boone County Children's Services Board and contract paperwork is gathered.

- Review the [Boone Indicators Dashboard](#) (BID) to identify community level issues the program hopes to address. Incorporating data from BID is requirement in a proposal.

Step 4: Prepare program information for a Purchase of Service model

- Identify key services from the *Boone Impact Group Taxonomy of Service*.
 - Refer to the taxonomy on the Funding Resources webpage.
- Develop a unit rate of service for each of the program services identified from the taxonomy.
 - Refer to *Developing a Unit Rate of Service* document at the top of the Funding Resources page.
- Review the *Boone Impact Group Common Outcomes* document and identify the program's key outcomes.
 - Refer to the Common Outcomes document on the Funding Resources webpage.
 - Draft program performance measures using the *Boone Impact Group Program Performance Measures* document. The application will only ask which common outcomes the program hopes to achieve. The full performance measures logic model will be required, if awarded funding.