

BECOMING A SERVICE PARTNER

PURPOSE

Each year Center Township partners with a variety of service providers for the purposes of:

Avoiding duplication of services.

Relying on the expertise of organizations and their already trained

Personnel.

Better stewardship and accountability of taxpayer dollars.

Reaching a broad spectrum and as many as possible of those in need of assistance.

Because of this purpose, Center Township invites service agencies to partner with us in providing assistance to the residents of Center Township by requesting funding to accomplish that assistance within the guidelines provided in this document.

While there is no guarantee that funds will be available, every consideration will be given to requests that meet the established criteria when we enter into the budgeting process.

WHAT TO SUBMIT IN YOUR REQUEST

Your request should be made on organizational letterhead and should include the following:

Organization Details – mission statement, principal officers (especially who will sign the contract), and previous year financial statement.

Funding Request:

Amount requested.

Focus of fund usage

Clarification of Township area of support (poor relief, community service, parks & recreation, cultural

Desired level & method of funding

WHAT IS REQUIRED FROM YOU

If the township finds that your request falls within state mandated township usage guidelines and funding is available to meet your request you will need to:

Agree with and sign the contract which terms will include

Quarterly accountability of fund usage by report

Township to be listed as funder on all related material including print and electronic media

E-verify affidavit on file

Verification of 501 (c) 3 status

A picture will be taken at the contract signing, which may be included in township publicity, especially internet and social media. The Township will also link from the township website to the contracting organization website.