

PURPOSE

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

- Avoiding duplication of services
- Relying upon the expertise of organizations and their already trained personnel
- Better stewardship & accountability of taxpayer dollars
- Reaching a broad spectrum and as many as possible of those in need of assistance

Therefore 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 brochure. Funding must also fall within the purview of our state mandated purpose of providing basic necessities (food, clothing, medical help, shelter, & utilities) or park/recreation/cultural provisions.

While there is no guarantee that funds will be available, every consideration will be given to requests that meet these criteria when we enter into the budgeting process. Requests made outside of that time period or on an emergency basis will be given due consideration should funding become available.

OUR 2016 SERVICE PARTNERS

- COMMUNITY HEALTH FAIR
- PROJECT ACCESS
- SAMARITAN CAREGIVERS
- MENTAL HEALTH AMERICA
- COORDINATED ASSISTANCE MINISTRIES
- GILEAD HOUSE
- VERY EARLY CHILDHOOD LEARNING CENTER
- MEALS ON WHEELS
- BONA VISTA
- KOKOMO URBAN OUTREACH

PARKS/RECREATION/CULTURAL PARTNERS

- SPECIAL OLYMPICS
- CARVER COMMUNITY CENTER
- YMCA
- DISTINGUISHED YOUNG WOMEN
- HAYNES-APPERSON FESTIVAL
- KOKOMO PARK BAND



Dr Robert A Lee, Trustee

CENTER TOWNSHIP BOARD

Napoleon Leal, Jr - President
Steve Geiselman, Secretary
Linda Koontz

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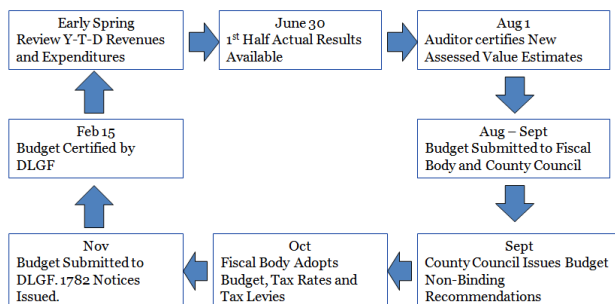
BECOMING
A
SERVICE
PARTNER



Guidelines for requesting funds to partner with Center Township

In order to understand when we must have requests, there must be an understanding of the budgeting process for government entities, which can be quite different from private companies or organizations. Our process is an ongoing one that begins with an evaluation of budget to spending comparison in the spring, but has its first major evaluation with the first six months actual results, and the first disbursement in June of the property tax funds collected by the county. The county will shortly thereafter certify what the expectations for the next year's income will be based on new assessed value estimates. **By the month of August the township must have their budget for the next fiscal year completed**, conduct a public review, and submit the budget to the Township Board for approval. Once adopted the budget will receive readings in the county council. From there the Township Board will adopt tax rates and levies which will be submitted to the Indiana Department of Local Government Finance to be reviewed, following which the DLGF certifies the new tax rates and levies. In December the township receives the second disbursement of property tax collections from the county. By February a complete accounting for the previous year is submitted to the State.

Budget Process



What to submit in your request

Your request should be made on organization letterhead (if possible) and should include the following:

- Organization details – mission statement, principal officers (especially who will sign the contract), previous year financial statement
- Funding request:
 - Amount requested
 - Focus of usage of funds
 - Clarification of Township area of support (Township Assistance/Community Service; Parks & Recreation/Cultural
 - Desired level and method of funding

Except for emergencies, **requests should be submitted by June 30** to be included in the township budget for the next calendar year.

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 & social media. The township will also link from the township website to the contracting organization website.