



OKLAHOMA COMMISSION ON CHILDREN AND YOUTH

MEMO

TO: Community Partnership Boards
FROM: Office of Planning and Coordination
DATE: April 30, 2009
RE: FY 2010 OCCY Funding Requests

As you all may know the State Fiscal Year 2010 will begin on July 1, 2009. Enclosed are the FY 2010 Funding Guidelines and funding applications. Please review the enclosed forms closely, as a few minor changes have been made to the Funding Guidelines, application forms (Form 1, Form 1(a), and Form 3), and the Scoring Sheet.

Please note that due to the recent uncertainty concerning state agency budgets, it is unclear whether or not there will be enough money to fund board operations or special project requests this year. Although some uncertainty exists concerning our funding capacity for FY 2010, we are remaining optimistic and are proceeding as usual with the Community Partnership Board Funding Request process.

Community Partnership Boards (CPB) that intend on applying for Oklahoma Commission on Children and Youth (OCCY) funding must ***first designate a Fiscal Agent***. There are two options for a Fiscal Agent designation:

- 1) for CPBs that have an Employer Identification number (also called a Federal Tax Identification Number), the CPB may be designated as its own fiscal agent on the Fiscal Agent Form 4 **OR**
- 2) for CPBs who either do not have an Employer Identification number or who do not wish to act in a fiscal agent capacity, a fiscal agent must be identified and designated through the completion of the Fiscal Agent Agreement Form 4.

PLEASE NOTE: If a CPB intends on making an application for FY 2010 Funding, the Fiscal Agent Agreement Form 4 should be completed and returned to OCCY **PRIOR** to the June 5, 2009 due date of the FY 2010 Funding Application Forms if possible.

As noted in the FY 2010 Board Funding Guidelines, each board may apply for up to \$500.00 in allowable Board Operations funding. Form 1 is the application for Board Operations funding requests. Each board may also apply for up to \$2000.00 in additional Board Operations or Special Projects funding. Form 1(a) is the application for additional Board Operations or Special Projects funding requests. Additional Board Operations and Special Projects funding are scored based on the criteria found in Form 1(a), page 4. Funding allocations are then made based on the Form 1(a) application scores. Both Form 1 and Form 1(a) must be completed and returned to OCCY by ***June 5, 2009***.

We are privileged for the opportunity to serve your communities in their efforts to improve the lives of children and families. Please feel free to contact us if you have any questions or need further assistance with the OCCY funding request process. You may contact either Brandy Smith or Laurie Jaster at (405) 606-4900.

Return forms to: Oklahoma Commission on Children and Youth
ATTN: Office of Planning and Coordination
500 N. Broadway, Suite 300
Oklahoma City, OK 73102