

Chautauqua County, Kansas SLFRF Funding Proposal Submissions

Instructions for Proposal

1. The summary page should not exceed one page long.
2. Complete all areas in the summary page.
3. The description of the project needs to include a brief explanation of how the project / funding will serve one of the six areas allowed in the grant.
4. On the Prior Funding page, you are required to list all Covid related funding received since January of 2020 as well as a description of how those funds were used.
5. These forms must be completed and submitted as soon as possible. A deadline will be announced soon.
6. Send completed forms to Ashley Osburn at aosburn@ymcpa.com, with the email subject as CQ County SLFRF Proposal.
7. Questions on the submission should be directed to Ashley Osburn at Yerkes & Michels, CPA, LLLC at 620-331-4600 or via the email listed in #6.
8. These forms are for the purpose of assessing needs in the County and will be used for the initial planning of grant fund usage. Any funds rewarded by the County will continue after a formal application and agreement has been executed.

**CQ County SLFRF
Proposal Summary**

Organization Name _____
Address _____
City, State, Zip _____

Primary Contact _____	Secondary Contact _____
Phone _____	Phone _____
Email _____	Email _____

Briefly describe your organization and if applicable, the services/products offered:

Describe the purpose of the requested funds and how they relate to the allowed activities in the enclosed Quick Guide:

Total amount of Funding requested: _____

Explain the budget with no more than 5 budget categories:

If you do not receive the full funding requested, can the proposed project still be completed with secondary funding or on a smaller scale, please explain:

Proposed project timeline:

CQ County SLFRF
Prior Covid Funding Listing

Please list all funding received since January of 2020 with regards to the Coronavirus Pandemic (examples include but are not limited to: PPP First Round, PPP 2nd round, EIDL advance, EIDL loan, Spark 1 from MG County, Spark 2 from the State, Small business grants):

Funding Title / Source _____
Date of Receipt: _____
Describe how funds were used and any restrictions on the use of funds:

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