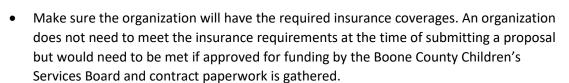# Boone County Children's Services Fund Checklist

Purpose: This to document is to assist organizations considering to apply 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 an 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.
- ☐ Contact the BCCSD to create a free Apricot account for your organization if you do not currently have an account.
  - Accounts can only be created by the BCCSD or one of the Boone Impact Group partners (i.e. Heart of Missouri United Way or City of Columbia – Columbia/Boone County Department of Public Health and Human Services). Proposals submitted through an RFP must be submitted through Apricot.
  - Only one account can be created per organization and has only one login. Please contact the BCCSD if you have trouble logging into your organization's account.
  - A training video on navigating Apricot can be found at the bottom of the Funding Resources page.
- ☐ Begin completing your Organization Profile on Apricot
  - A training video on completing the Organization Profile can be found at the bottom of the Funding Resources page.
- ☐ 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

- ☐ Watch the "Developing a Purchase of Service Model" training video at the bottom of the Funding Resources page.
- ☐ Identify key services from the *Boone Impact Group Taxonomy of Service*.
  - o 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.
  - o 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.
  - o Refer to the Common Outcomes document on the Funding Resources webpage.
  - o Draft program performance measures using the *Boone Impact Group Program Performance Measures* document.