



CITY GRANT REQUIREMENTS

- Shall be incorporated in the state of Missouri as a nonprofit corporation;
- Have trustees and/or board members who represent the racial, ethnic and socioeconomic diversity of the community to be served, at least one of whom must possess personal experience in confronting or mitigating the problems of domestic violence;
- Receive at least twenty-five percent of its funds from sources other than funds distributed pursuant to any funds awarded under this RFP. These other sources may be public or private and may include contributions of goods or services, including materials, commodities, transportation, office space, or other types of facilities or personal services;
- Provide residential services or facilities for children when accompanied by a parent, guardian, or custodian who's a victim of domestic violence and who's receiving temporary residential service at the shelter;
- Require individuals employed by or volunteering services to the shelter to maintain the confidentiality of any information that would identify individuals served by the shelter and any information or records that are directly related to advocacy services to such individuals;
- Inform individuals served by the shelter of the nature and scope of the confidentiality requirements prior to providing any advocacy services; and
- Does not discriminate in its admissions or provision of services on the basis of race, religion, color, age, marital status, national origin or ancestry

Requirements for City Grant

- State of Missouri Incorporation Documentation
- Evidence of 501(C)3 Status (if applicable) with incorporation document in the State of Missouri
- Copy of System for Award Management (SAM) Report
- Organizational Chart
- Current List of the Organization's Trustees and/or Board of Directors

- Federal Form 990 or equivalent
- One letter of support
- Support letter from an Alderperson for the ward where the shelter is located. If that alderperson isn't available, a support letter from a different alderperson is acceptable.
- Resume/CV for Executive Director, Senior Leadership and Grant Manager or Accountant
- Job Descriptions for Staff Positions
- Agency Yearly Budget
- Recent A133 or the most recent audit
- Recent Income Statement
- Balance Sheet for the last three (3) years
- The recent statement of Cash Flows
- MWBE and/or DBE Documentation (optional)

Most city grants require monthly reports to ensure programmatic data are being recorded in a database where confidentiality is upheld. Per the Missouri Statute, organizations must also provide a Year - End Programmatic Report on or before March 31st of the year following the year in which funds were received and utilized. No information in the Monthly or Year - End Programmatic Reports shall identify any person served by the shelter or enable any person to determine the identity of any such person.

The Monthly and Year - End Programmatic Reports shall include:

- Statistics and demographics on the number of individuals served (shelters may use the MIS CAPER report to meet this requirement)
- Exit destination for individuals that exited the facility during the report time which includes if the destination is too permanent, temporary housing or other housing destination, and if the client returned to the perpetrator of the abuse.
- Relationship of the victim of domestic violence to the abuser.
- The number of referrals made for the following services:
 - Medical
 - Psychological
 - Financial
 - Educational
 - Vocational
 - Child Care
 - Legal Services
 - Results of the organization's annual independent audit