

Knox County Mental Health Board (KCMHB)
Application for Funding

DIRECTIONS

- Applications available online and at the Knox County Clerk's office during the 1st quarter of each calendar year. The specific date applications will become available will be posted on the Knox County Clerk's web-site.
- Applicants should complete and number each page of the Application in the upper or lower right hand corner of each page. The signed Application and a signed Summary Letter, plus eight (8) copies of each document, should be submitted by the due date specified on the County Clerk's web-site, to:

Knox County Mental Health Board
Attn: Knox County Clerk, Scott Erickson
200 South Cherry Street
Galesburg, IL 61401

- Please refer to the KCMHB **Guidelines for Funding** and the KCMHB **Funding Categories** when completing this application.
- The Application Review process by the Board will include a 5 minute (maximum) oral presentation period by a representative of the Applying Organization. The presentation period will also permit a 15 minute (maximum) time period for questions regarding the application from Board Members.
- In the event that the Applying Organization has submitted funding applications for multiple programs a separate application for each program should be completed. (Sections I. and II. may be duplicated while sections III., IV., V. and VI. should be unique for each program.)
- While additional funding may be permitted during the year, Applying Organizations are encouraged to limit funding requests to the "Application for Funding Period" (normally: January, February and March) of each year. All requests outside that period should be limited to those made in accordance with the Funding for Organizations, Section V. A.2. of the Funding Guidelines.
- KCMHB may not grant all funding requests and may not expend all available funds in any year.
- Funding awards will be announced no later than the Board's June meeting.
- A list of current KCMHB Members, copies of all relevant documents as well as all other questions regarding KCMHB operations may be sent to the addressed noted above.