



Funding Policy (revised March 2024)

Funding Policies, approved by the Governance Board and communicated to Partner Organizations through this Collaborative handbook will provide the foundation and mechanism for which Local Collaborative Time Study (LCTS) and Integrated funds are distributed.

1. An integrated fund for the purpose of holding funds which may include partnership fees, Local Collaborative Time Study funds (LCTS), grant awards and any program contributions provided by the Collaborative partners.
2. The integrated fund will be under the direct control of the Governance Board.
3. The Governance Board has designated Clay County as the fiscal agent.
4. The Coordinator, under contract with the Collaborative, will provide day to day operation oversight on the billing process.
5. Partner organizations will pay an annual partnership fee to the integrated fund. The annual partnership fee will be set by the Governance Board. An invoice for the partnership fee will be sent to the each of the Collaborative partners during the first quarter of each fiscal year.
6. Partners are asked to share information on in-kind contributions made while working on Collaborative workgroups, projects, and programs.
7. Parents participating in the Collaboratives as family representatives on the Board, committees and workgroups have no financial obligation to the integrated fund.
8. Parent representatives will be paid a stipend for attendance at a Collaborative Board, committee or work group when funds are available.
9. Partner Organizations receiving funding from the Collaborative, when required will submit all data, and reports on a quarterly basis. Partner organizations will receive a Quarterly Report to be used for providing data after receipt of a signed contract. Partner agencies have 30 days to submit reports and invoices following each reporting period. Invoices can be submitted on a monthly or quarterly basis. Failure to do so will result in funds for that period being forfeited back to the general fund.

Quarterly Reporting	Report Due Date
July 1 - September 30	October 31th
October 1 – December 31	February 1st
January 1 – March 31	May 1st
April 1 – June 30	July 31st

10. Partners awarded funds are required to give one brief (15 minutes max) in-person, or virtual, presentation to the Governance Board that provides a data driven overview of how your program meets the needs of those it serves. Presentations will be scheduled through the Collaborative Coordinator.

11. No outside agency or program will have access to the LCTS and Integrated funds unless they are an active participant in the work of the Collaborative and are currently in payment of partnership fees and any other funding due to the Collaborative.

11. Invoices are processed by the Collaborative Coordinator on a weekly process, with the exception of office closure. Payment will be paid out according to the county fiscal policies.

12. Monthly budget reports will be prepared and provided to partners per request to the Coordinator. Quarterly budget updates will be provided to the Governance Board.