



# CHILD SAFETY FEE FUNDING APPLICATION FORM

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## Section I: Explanation

- A. Child Safety Fee Use Guidelines:** In order to be eligible for funds from this program, the organization applying must be a non-profit organization operating within the City limits. The funds must go towards programs or organizations that are designed to enhance child safety, including child abuse prevention and/or intervention or drug and/or alcohol abuse prevention.

Acceptable use categories:

1. **Child Safety and/or Abuse Intervention/Prevention:** Programs designed to enhance child safety and/or intervene and prevent child abuse.
2. **Drug and/or alcohol abuse and prevention for children:** Programs designed to intervene and prevent drug and alcohol abuse with a target audience of children, defined as under the age of 18 under TEX. Code of Criminal Procedure 58.301.

**B. City Policy**

The City of Victoria accepts applications from non-profit organizations operating within the City limits whose program fits into one or more of the above categories. **All requests for funds should be submitted with this application, along with all requested documentation, by Friday, September 10, 2021 by 5:00 pm.** Applications are reviewed and evaluated by a Child Safety Fee Allocation Committee. This evaluation process will be the basis for the Committee's recommendation to Council for Child Safety Fee awards. Applicants will have an opportunity to appeal the recommendation, in writing, prior to Council's consideration. City Council will make the final decision on your request.

## Section II: Form

### Organization Information

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Web Site Address for Entity: \_\_\_\_\_

FEIN #: \_\_\_\_\_ Acceptable Use Category: \_\_\_\_\_

Amount requested for this program for 2022: \_\_\_\_\_  
% of Total Program Budget: \_\_\_\_\_  
Estimated # of unduplicated COV residents under 18 years of age: \_\_\_\_\_  
Estimated # of services provided to COV residents under 18 years of age \_\_\_\_\_  
Estimated Cost per COV resident under 18 years of age served: \_\_\_\_\_

Expected results of this program:

A brief summary of the program is as follows:

Describe your organization and how Child safety fees will be used:

[Empty box for describing organization and fee usage]

This proposal was submitted on the \_\_\_\_\_ day of \_\_\_\_\_, 2021

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print name: \_\_\_\_\_

**Organization Board Chair**

**Organization Executive Director**

**Date received by City of Victoria:** \_\_\_\_\_

### **Section III. Submission Checklist**

#### **A. Application Check list**

In order to be considered for funding from the Child Safety Fund for FY 2022, the following documents must be provided:

**ALLOCATION COMMITTEE PACKET MUST include ONLY the following:**

- Completed Child Safety Fund Application
- Copy of most recent IRS 990 (“Return of Organization Exempt From Income Tax”).
- Copy of your agency’s IRS tax exempt designation letter
- Completed City of Victoria Child Safety Program Budget Form - Proposed budget of the program to be funded, with line items where Child Safety Fee funding will be used highlighted. Include all items you expect the Child Safety Fee funding to pay for, even if they are covering a portion of certain expenses.

**FAILURE TO INCLUDE ANY OF THIS INFORMATION  
WILL RESULT IN REJECTION OF YOUR APPLICATION.**

**Applications are open August 23, 2021 through September 10, 2021**

**Please submit no later than September 10, 2021 by 5:00 pm to: [csprogram@victoriatx.gov](mailto:csprogram@victoriatx.gov)**