

**Children's Services Council of Martin County (CSCMC)**  
**SUPPORT PROGRAM FUNDS**  
**SPECIAL EQUIPMENT APPLICATION INSTRUCTIONS**

**Application Deadline: Monday, January 7, 2008**

**Special Equipment Application Forms can be obtained from the CSCMC website, [www.cscmc.org](http://www.cscmc.org), under Other Funds Available, or at the CSCMC office.**

**Mail or deliver Special Equipment Application forms to: *(Please do not submit by fax.)***

**Children's Services Council of Martin County**

**2030 S.E. Ocean Boulevard**

**Stuart, FL 34996-3304**

**(Telephone: 772-288-5758)**

**POLICY:**

- Special Equipment Funds are available to not-for-profit organizations currently funded by CSCMC. Government organizations are not eligible to apply for these funds.
- Special Equipment Funds are to be used for the purchase of equipment that has been determined to be necessary to the program but was not purchased as part of start-up funding in a program's first year of existence or part of funding received during a year of program expansion.
- Applications are available the third Monday of November and are due the first Monday of January.
- Funds are awarded at the January CSCMC Council meeting.
- Requests will be considered on a competitive basis and must be received at CSCMC by 5:00 p.m. on the application deadline date listed above.
- All requests are paid according to a reimbursement policy; therefore, CSCMC requires organizations receiving Special Equipment Funds to submit proof of payment in order to receive reimbursement.
- Equipment purchased with CSCMC funds must be recorded into the awarded provider's inventory and assigned an inventory number. This inventory number and identifying requisition/purchase order documentation must be forwarded to CSCMC at the time the proof of payment is submitted.
- All equipment paid for with CSCMC funds is subject to reclamation by Children's Services Council of Martin County, should the program services be terminated within one year of the purchase.
- Applicants for Special Equipment Funds must conduct a competitive bid process when purchasing equipment with Special Equipment Funds. Applicants must secure documentation of at least three bids for each piece of equipment, and these bids must be submitted with the request form.
- For CSCMC purposes, equipment is defined as tangible personal property having a useful life of one year or more with an acquisition cost of \$500 or more per unit.

**APPLICATION FORM INSTRUCTIONS: Incomplete applications will not be processed.**

- Provide the organization's full legal name, the program name to which this request applies, and all contact information as listed on the application form.
- **Request:** Provide a narrative description of the equipment to be purchased.
- **Purpose:** What is the reason for purchasing the equipment? How will it benefit the organization?
- **Other Funding Sources:** Provide justification why the equipment was not purchased as part of start-up funding, expansion funding, or through other sources. Is applicant's organization providing matching funds?
- **Amount Requested:** Provide total amount requested. Attach a budget narrative, itemizing all costs (i.e., purchase price, installation fee, shipping, etc.)
- **Signature:** This request must be signed by the person authorized to sign documents for the organization. Include person's title and signature date.