

## Children's Services Council of Martin County (CSCMC)

### SUPPORT PROGRAM FUNDS

### TRAINING FUNDS REQUEST INSTRUCTIONS

Training Funds Request 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 Training Funds Request Forms to:**

Children's Services Council of Martin County, 2030 S.E. Ocean Boulevard, Stuart, FL 34996-3304

**or by Fax: (772) 288-5799**

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

#### **POLICY:**

- CSCMC Training Funds are available for use for the following purposes:
  - Staff Development
  - Consulting fees
  - Facilitation expenses
  - Speaker fees
- Training Funds are available to not-for-profit organizations currently funded by CSCMC.
- Funding must be approved PRIOR to an event.
- Training Fund requests for annual events (e.g. annual conference) will **not** be considered.
- Training Funds are available all year on a first come, first served basis.
- Organizations may request up to a maximum of \$3,000 per CSCMC fiscal year (October 1-September 30).
- Funds used for Staff Development are limited to training programs occurring within Florida, unless such training is not available in Florida.
- Funds used to support trainings that benefit organizations outside of Martin County will be approved **only** if a cooperative agreement exists with another funding source and costs are shared.
- Funds for speaker fees must be for events that are open to the community.
- Funds are limited to registration fees, travel costs, lodging, and meals. Meals are reimbursed at the following rate per 24-hour day: Breakfast-\$9; Lunch-\$13; Dinner-\$24. Meals provided to attendees at no charge are **not** reimbursable.
- Organizations should obtain the most efficient and economical means of travel. Mileage is reimbursed at a cap of \$0.445 per mile.
- Funds may **not** be used to purchase equipment or refreshments.
- All requests are paid according to a reimbursement policy; therefore, CSCMC requires organizations receiving Training Funds submit proof of payment and proof of attendance within 60 days of the event, or no later than September 1, whichever occurs first.

#### **REQUEST FORM INSTRUCTIONS:** Incomplete request forms 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 request form.
- **Request:** Provide a description of the training (i.e. who, what, where). Include documentation such as website information, brochures, flyers, etc. that provides background information about the event, speakers, etc.
- **Names & Titles of Attendees:** List names and titles of all attendees from requesting organization. If event is open to the community, include a list of outside organizations invited or expected to attend.
- **Dates of Event:** Beginning and ending dates the event will occur.
- **Objective:** What is the anticipated outcome of the training?
- **Reason for Request:** Are there any other sources of funds available to assist in paying for this request? (e.g. organization's budget, other funders, fees)
- **Amount Requested:** Provide the total amount requested from CSCMC only. Attach a budget narrative, clearly identifying all expenses (e.g. registration fees, travel costs, lodging, and meals) for which you are requesting reimbursement from CSCMC.
- **Signature:** This request must be signed by a person authorized to sign documents for the organization. Include person's title and signature date.