

WHAS CRUSADE FOR CHILDREN

SIGNATURE PAGES

All applicants for a WHAS Crusade grant must read and sign each of the following. Failure to comply will result in disqualification of the application.

MUST HAVE ORIGINAL OR CERTIFIED ELECTRONIC SIGNATURES

1. If a grant is awarded, your agency must agree to submit, on the dates required, a report on the status of the grant. An AGENCY REPORT form must be used. The agency must also agree to include a Crusade logo with a link on their website.

Agreed & understood (original signature) *Jerusalem Ray*

2. Grant money must be used by August 31, 2017 and requested for reimbursement by September 30, 2017 for the specific purpose listed in the grant. After that date, unspent funds remaining may be retained by the Crusade.

Agreed & understood (original signature) *Jerusalem Ray*

3. If the project involves medical services, the agency must furnish medical, professional or scientific opinion supporting its merits and needs.

Agreed & understood (original signature) _____

4. Any request from a medical school must be approved and bear the signature of the chairperson of that particular department and dean of the school.

Agreed & understood (original signature) _____

5. Any vehicle purchased entirely with Crusade funds may be used only for the transportation of children with special needs. If the vehicle is purchased with partial Crusade funds, the use of the vehicle to transport children with special needs will depend on the percentage of Crusade dollars awarded. The sign on the back or side of the vehicle must state "Funded by the WHAS Crusade for Children, Inc.", or "Partially funded by the WHAS Crusade for Children, Inc."

Agreed & understood (original signature) _____

6. If the project involves education or medical treatment of children, the agency must submit a brief sketch of the educational background and specialized training of the teachers, aides and other persons involved.

Agreed & understood (original signature) *Jerusalem Ray*

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7. Most college scholarships in special education are specifically for the preparation of special education teachers in the graduate field and for teachers involved in mainstreaming. Teachers receiving Crusade grants should sign a statement certifying financial need. CRUSADE SCHOLARSHIPS ARE GIVEN FOR THE BENEFIT OF CHILDREN, NOT TEACHERS SEEKING HIGHER PAY LEVEL JOBS. Requests for scholarships must include the approval of the dean of education.

Agreed & understood (original signature) _____

8. Only accredited schools in Kentucky and Indiana will be considered for a grant.

Agreed & understood (original signature) Jessie Au Pair

9. Any request from a school or board of education must be approved (in writing) by the superintendent and the president of the school board.

Agreed & understood (original signature) Jessie Au Pair

10. Agencies other than universities, colleges or schools must include signed approval of the application by the agency's board president and executive director.

Agreed & understood (original signature) _____

11. Your agency is expected to respect the Crusade requirement that property of any kind acquired with grant money be held and used only by the applicant for the non-profit purpose designated. It shall not be disposed of without written approval by the Crusade. If an applicant discontinues using the property for the described non-profit purposes, misuses a vehicle or other equipment for other than transporting or treating children with handicaps, or disposes thereof without the Crusade's written approval, the applicant agrees to refund in cash to the Crusade, **IMMEDIATELY AND WITHOUT DEMAND, THE ENTIRE AMOUNT OF THE MONEY GRANTED REGARDLESS OF THE AGE OF THE VEHICLE OR PIECE OF EQUIPMENT.**

This action will be taken by the WHAS Crusade for Children with full publicity of the offending agency's misuse of funds donated by the public.

Agreed & understood (original signature) Jessie Au Pair

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12. A copy of the agency's latest audit report is required. The audit must be in accordance with standard CAAP/GAAS, performed by a local, independent CPA and dated after December 2013. Audit requirements are as follows:
- (1) for budgets over \$500,000 an audit is required every year; (public schools in Indiana will follow their state law audit guidelines)
 - (2) for budgets between \$251,000 and \$500,000 an audit is required every other year with an approved financial review the years between; and
 - (3) for budgets under \$250,000 an annual board approved financial review is required.
13. A complete IRS Form 990 must be included with all applications if the agency is required by federal law to file such a form. (Boards of education, for example, are exempt from this requirement.) For all others, the IRS 990 and audit report must cover the same fiscal period.
14. A list of the agency's board of directors is required. The list must include names, addresses and each person's title (e.g. president, secretary).

Agreed & understood (original signature) Jeresalau Ray

15. Your agency's chief operating officer (COO) and the president of your agency's board of directors must sign below approving the request and agreeing to maintain any items purchased with WHAS Crusade for Children funds. (School systems must have superintendent and school board president's approval. Colleges must have president and dean of school approval.)

Superintendent or Principal (original signature) _____

Board President (original signature) _____

16. A copy of the agency's most recent annual report, if one is published, is required.

Agreed & understood (original signature) _____

NOTE - ONLY ONE COPY OF YOUR AGENCY'S AUDIT IS REQUIRED.

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PUBLIC ACCOUNTABILITY STANDARDS

1. I certify that the organization named in this application accounts for its funds in accordance with generally accepted accounting principles (GAAP) and was audited in accordance with generally accepted auditing standards (GAAS) by an independent CPA in the immediately preceding year. (Include the organization's most recently completed annual local independent audit. The audit must cover the fiscal year ending not more than 18 months prior to June 2014.)

Name of Organization Jefferson County Public Schools

Signature _____ Title Superintendent

OR

I certify that the organization named in this application accounts for its funds in accordance with generally accepted accounting principles (GAAP). Since the organization's annual budget is less than \$250,000, the Crusade requires an approved financial review.

Name of Organization _____

Signature _____ Title _____

2. I certify that the organization named in this application is directed by an active and responsive governing body whose members have no material conflict of interest and a majority of whom serve without compensation.

Applicant's signature _____ Title Superintendent

3. I certify that the organization named in this application is chartered/incorporated under a governmental entity.

This entity or state is Kentucky.

Applicant's signature _____ Title Superintendent

Date this application was prepared: 01/11/2016

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PLEASE USE THIS CHECK LIST TO MAKE SURE ALL REQUIRED DOCUMENTS ARE ATTACHED

- ☐ **Attachment A** - IRS determination letter granting 501(c)(3) status
- ☐ **Attachment B** - Local independent CPA audit (as required by guidelines on page 12) Financial review for budgets under \$250,000
- ☐ **Attachment C** - Governing body list (directors & officers)
- ☐ **Attachment D** - Annual report (if one is prepared)
- ☐ **Attachment E** - IRS Form 990 (if required by guidelines)
- ☐ **Signatures** - Required on pages 10-13
Chief operating officer (COO) & the president of your agency's board of directors **must** sign on page 12; school systems **must** have superintendent and School board president's approval; colleges **must** have board president and dean of school approval.

Mail one (1) complete copy and four (4) copies of pages 5-9 (including your attached detail and explanations). Include only 1 copy of attachments A through E listed above.

Mailing Address:

Dawn Lee
President & CEO
WHAS Crusade for Children, Inc.
520 W. Chestnut St.
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