

Funding Policy

Article I – Purpose

The purpose of this policy is to set forth parameters and establish guidelines for the funding of services provided by nonprofit agencies in accordance with INC Mental Health Alliance NFP's (INC) responsibilities as a community mental health funding alliance.

Article 2 – Policy Statement

INC Mental Health Alliance NFP is committed to providing financial assistance for those nonprofit agencies which assist in carrying out INC's mission "to support mental, intellectual, and developmental health and well being for residents of the seven townships in INC's alliance...".

Article 3 – Eligibility

It shall be the policy of INC Mental Health Alliance NFP to consider funding programs of nonprofit agencies meeting the criteria detailed below and in the application:

1. Must verify their nonprofit status by submitting an IRS tax exempt letter confirming 501(c)3 status.
2. Funds requested must be for services provided in accordance with INC's corporate purpose to initiate and coordinate programs of service for persons with mental health issues, substance use disorders, and intellectual/developmental disabilities.
3. Funds requested must be for service provisions as delineated in Section 1, para 2 for residents in the seven townships in south Kane County that are partners in INC's alliance.
4. Must submit a completed application for funding as indicated in Article 4, unless explicitly directed by INC due to unforeseen circumstances.

Article 4 – Funding Application Procedure

INC Mental Health Alliance NFP's criteria is included in the application documents.

Section 1. Application Timeline

1. Annually, usually in January, a notice of open application will be advertised by INC Mental Health Alliance NFP. A link to the application will be available on INC's website at www.incmha.org.
2. Completed applications, along with all required documentation, must be returned as directed, no later than the date indicated in each year's notice and in the application

instructions. Applications received after the published deadline will be deemed ineligible for that year. However, applications for contingencies will be considered, as indicated in Article 4, Section 4.

Section 2. Considerations

Assuming all eligibility requirements as delineated in Article 3 are met, funding applications are reviewed by INC Mental Health Alliance NFP's Program Committee with the following considerations, not necessarily listed by priority:

1. Availability of INC funds.
2. Thoroughness, timeliness, and accuracy of information provided by agency.
3. Agency's prompt response to INC's requests for further information.
4. Community need.
5. Alignment with the goals and objectives in INC's Strategic Plan.
6. The agency's quality of services.
7. Outcomes for individuals receiving services from the agency.
8. Agency and program capacity for serving various demographics.
9. Agency's willingness to serve residents on a reasonable sliding fee scale or free.
10. Financial health of the applicant agency.
11. Ethical considerations.

Section 3. Funding Award

1. INC's Program Committee will review applications to INC for funding throughout April and part of May, ensuring that all questions are answered.
2. The Program Committee will submit their recommendation to the INC Board of Directors in May, when the annual budget is adopted, and final funding decisions are made.
3. Applicants will be notified of final funding decisions in June.
4. Contracts effective July 1 through June 30 must be signed and returned before any funds can be disbursed.
5. Agencies must remain in compliance with all requirements delineated in the contract to retain funding.

Section 4. Funding from Contingency Reserves

ALL regular funding applications need to follow the procedures set out in Article 4, Sections 1, 2, and 3. Any requests for funding outside of the normal application cycle by currently funded agencies or new agencies to INC Mental Health Alliance must be for unforeseen and immediate needs. New organizations requesting funding from the Contingency Reserve are eligible for a one-time request. Subsequent requests would need to be submitted through the regular funding application process. All requests will only be considered by INC Mental Health Alliance if all the following conditions are met:

1. The request is truly of an urgent nature, prompted by circumstances out of the applicant's control.
2. Additional funds are available for allocation.
3. The request is submitted to INC staff in writing, with all questions answered and as much written documentation provided about the request as possible.
4. The request will be subject to the same Eligibility requirements as set forth in Article 3, and the same Considerations as set out in Article 4, Section 2.

ADOPTED BY INC BOARD, NFP 7/23/2012 ATTEST: Ron Gilkerson
(date) (Secretary)

(Policy as recommended by the IRS and adapted from the American Bar Association)

(Original signed copy is with the minutes of the July 23, 2012, board meeting)

AMENDED BY INC BOARD, NFP 3/23/2015 ATTEST: Evelyn Hull
(date) (Secretary)

(Original signed copy of amended policy is with the minutes of the March 23, 2015 board meeting).

AMENDED BY INC BOARD, NFP 5/23/22 ATTEST: Marilyn Jacobsen
(date) (Secretary)

(Original signed copy of amended policy is with the minutes of the May 23, 2022, board meeting).

AMENDED BY INC Mental Health Alliance NFP 11/21/22 ATTEST: Marilyn Jacobsen
(date) (Secretary)

(Original signed copy of amended policy is with the minutes of the November 21, 2022, board meeting).