

Date: November 12, 2018

To: All Currently Funded Agencies

From: River Forest Township Mental Health Committee

Enclosed are the forms for funding requests to the River Forest Township Mental Health Committee for fiscal year 2019-20, for currently funded programs. Contact the office for additional required material for new programs or new funding applicants.

Enclosed you should find the following:

- RFTMHC Application
- Prevention Funds Application & Guidelines

Please include a current board list, a current audit (if you haven't submitted one) and make sure that all funding requests end in 5 or 0.

A new question regarding a grant writer is on the application. If you have a development person on your staff or employ an independent contractor development person please do not respond.

The word processing program used is Microsoft Office Word 2013. **Hand written applications will not be accepted.** The material is available by snail mail. Please send your request to arudner@riverforesttownship.org. The applications are also posted on our website: www.riverforesttownship.org after November 15, 2018.

14 copies of the completed application are due at River Forest Township, attention: Avis Rudner, 8020 Madison no later than Tuesday, December 18 by 4:00 P.M. Applications will not be accepted after the deadline.

You are welcome to call or email with questions. Please contact Avis Rudner, Mental Health Services Administrator at 708.771.6159 x270 or arudner@riverforesttownship.org.

We look forward to reviewing your funding proposals. You will be notified after December 18, 2018 about a date for a presentation of your request to River Forest Township Mental Health Committee. If your request is for the same program we funded during the current fiscal year, we may not require a presentation.