



PARISH OF CADDO, LOUISIANA

GUIDELINES FOR APPROPRIATION APPLICATIONS

Please review the following guidelines for funding prior to submitting an application:

1. Appropriations are made on an annual basis; **receiving funding one year does not guarantee that the organization will receive funds in the same amount, or at all during the next year.**
2. Funds are appropriated for specific programs that an organization sponsors and **cannot be used for the day-to-day operating expenses of the organization (i.e. salaries, office expenses, rent).**
3. The program for which an appropriation is requested must provide services to unskilled poor, low-income persons, unemployed persons or students from those families; alternatively, the program must provide a measurable (in a dollar amount) means of economic development for Caddo Parish.
4. Funds cannot be used for the following:
 - a. Capital purchases/improvements such as building repairs/renovations, playground equipment (even if for the parish-funded program) of an organization;
 - b. Equipment used in any other program other than the one the Parish is funding;
 - c. To benefit non-Caddo citizens.
5. Funds cannot be used directly or indirectly in any trade or business carried on by any person or entity other than Grantee.
6. An organization receiving monies through the Caddo Parish Commission's appropriation process must give two reports detailing the use of those funds: a report detailing the use of the funds from January 1st - June 30th of the appropriation year (due July 31st), and a report detailing the use of the funds from July 1st - December 31st of the appropriation year (due January 31st of the year following the appropriation). A subsequent appropriation application will **not** be considered if the July 31st report has not been timely submitted; an approved appropriation will **not** be funded if the January 31st report has not been timely submitted. These reports must include invoices, receipts cancelled checks and any other documents related to the expenditure of Parish funds, and the Parish reserves the right to audit all organization records related to the appropriation at any time.
7. No funds will be paid until all required reports have been received and approved by the Parish of Caddo.
8. All items in the application **may not** be covered in the final Cooperative Endeavor Agreement (CEA) which outlines the terms of the appropriation. **Funds must be spent in accordance with the provisions outlined in the Cooperative Endeavor Agreement (CEA).**