



# City of Whittier

Community Services Department  
13230 Penn Street, Whittier, California 90602  
(562) 464-3360

## **2010-11 Funding Information**

**DATE:** October 2009  
**TO:** Social Services Agencies of the Whittier Community  
**FROM:** City of Whittier Social Services Commission  
**RE:** **Social Services Funding Programs 2010-11**

The City of Whittier Social Services Commission is now inviting citizen participation and applications for funding from local organizations that provide needed social services for City of Whittier residents. Applicants should take special care to study the attached descriptions of the funding programs as well as the instructions for completing the attached multi-program application.

The Social Services Commission encourages innovative programming that could include agencies submitting joint applications for projects to better the quality of life in Whittier.

**All applications must be submitted by December 18, 2009 for consideration for possible funding in the 2010-11 fiscal year.**

### **IMPORTANT!**

***Please use the attached application form when completing your request.***

***Requests submitted using old forms may be denied.***

***Submission of incomplete applications may result in denial.***

***Pleas do not send excess information. Information submitted that was not requested will not be considered with the application.***

### **Application Review**

Upon receipt of application the Social Services Commission will review all applications to determine eligibility. The Commission's recommendations regarding funding will be forwarded to the City Council for final approval.

Any program that is approved for funding will be required to complete a formal program contract. The contract will specifically detail program components for which the funds are requested.

The failure to submit reports, such as Periodic Performance Reports, requested by the Commission shall be taken into consideration when reviewing requests.

Programs that are awarded funding may be required to participate in Commission meetings by making presentations.

It should be noted that programs approved for funding have no expressed or implied guarantee of future funding. New programs implemented on the basis of receiving new monies through this City funding process should be able to continue the following year on a self-sufficient basis.

### **Submission Directions**

Applications are available online at [www.cityofwhittier.org](http://www.cityofwhittier.org) for download, or you can request one via email to [ehamilton@cityofwhittier.org](mailto:ehamilton@cityofwhittier.org). Hard copies of the application are also available upon request, but **must** be submitted either typed or computer generated.

**When completing the form in the Microsoft Word version on the computer, please use the tab key to move from section to section when entering data.** Once completed, the application may be emailed to the Community Services Department at [ehamilton@cityofwhittier.org](mailto:ehamilton@cityofwhittier.org) with "SSC Funding Application" in the subject line.

If turning in hard copies, please prepare **nine (9) copies paper clipped together. Copies may be on both sides. The application should be either computer generated or type written.**

**Please note, an original signature is required on the application. If you submit your application via email, you must also provide one hard copy with an original signature.** All other materials may be submitted via email.

Applications must be submitted by **December 18, 2009** by email to the above listed email address, or mailed or hand delivered to:

Fran Shields  
Community Services Department  
13230 Penn Street  
Whittier, CA 90602  
Attn: Social Services Funding Application

For additional information regarding this social services funding application process, please contact the Community Services Department in Whittier City Hall at (562) 464-3360.