

Monroe County Commission on Aging New Funds Request Protocol

1. To be funded, programs must serve seniors age 60 and older who are residents of Monroe County.
2. In order to submit a request for funding at a time other than our normal funding cycle, agencies must first contact the Commission on Aging office for instruction. A full application for funding, along with financial budget spreadsheets need to accompany the request.
3. An agency requesting new funding must also submit a letter to the Commission on Aging requesting consideration for the funds. This letter will serve as a request to be placed on the next regular meeting agenda of the Commission on Aging for consideration. **A request will not be considered without a full application showing how the provider will use the funds requested.** Any other supporting documents should also be submitted at that time. Applicants requesting to be placed on the Commission on Aging agenda at a regular scheduled or special meeting must submit their written request along with supporting documents for inclusion into the board packet no later than one week in advance of the meeting by 5 p.m.
4. At the next regular Commission on Aging meeting, the commission will review the request and make a recommendation at that time. The agency making the request will be notified after the meeting of the disposition of the request.
5. If an application is received and approved for funding midyear, all of the Commission on Aging Funding Rules, Guidelines, Policies, Procedures, Auditing and Reporting requirements must be adhered to as well as execution of the Commission on Aging contracts.

Adopted by the MCCOA 11/12/2008