

Instructions for Aid To Local (ATL) Document Completion

All Aid to Local guidelines, instructions and application forms are formatted in Adobe files. You will be able to enter the information on the form, save and then e-mail the completed grant request application.

You must have the current version of Adobe Reader XI. Click the Adobe logo, below, to download.



The "Application for Grant" form must be signed, dated and sent **via e-mail** to Patricia Behnke, Administrative Specialist in the Bureau of Local and rural Health, at pbehnke@kdheks.gov.

ALL AID TO LOCAL GRANT APPLICATIONS MUST BE RECEIVED BY MARCH 15, 2013.

Questions:

- For information regarding program requirements, contact the Program Manager as specified in the application.
- For information regarding forms, contact Patricia Behnke, at pbehnke@kdheks.gov or 785-296-0425.

Grant Application Guidelines

Each program link on the ATL website includes general grant information and program requirements. Please read carefully.

We suggest saving each form to a folder in your "My Documents" folder before completing any grant application documents. To save each form:

- In the upper right corner, click on "Page" and then "Save As" in the dropdown menu.
- Go to "My Documents" and Create a "New Folder." Name the folder "SFY 2014-15 Aid to Local"
- Open that folder; name your document and then click "Save."
- You can now open each form, enter the information directly to the forms and save.

Make sure that in addition to the "Application for Grant" form, that you save all forms before applying any information.

Step-by-step instructions.

1. Click on the Application for Grant.
 - a. Save it to your document folder.
 - b. Instructions on how to complete the Application is listed on the second page.
 - c. On the right side column is a checklist of the items that must be completed.
 - (1) If you are a health department, make sure you submit your budget.
 - (2) Enter the local tax Revenue amount that is found on your budget.
 - (3) Program and Detail Budgets will be completed just before submitting your application.
 - (4) You will also need to complete the Personnel allocation by Program sheet.
 - d. Under Grant Funds requested enter the amount for each program requested. The total will add automatically.
2. The Personnel Allocation by Program form is now with the Application for Grant form.
 - a. Add the staff members name.
 - b. Use drop down box and choose the best description of the staff member's position title.

- c. Enter percentage of time staff member will be working in each program.
 - d. The total on the right will add automatically. Remember even though we put in over 100% the total cannot be more than 100 percent.
3. If you are a local health department, complete the State Formula application and save.
4. To apply for Categorical Grant Funds click the link to view the different programs and complete applicable forms and save.
 - a. Read the instructions carefully
 - b. Click on the Category you are requesting funds
 - c. Here is an example of the Family Planning category
 - (1) Read the instructions about the program
 - (2) At the bottom of the page you will see the forms that need to be completed for this program.
 - (a) Open the Program Request form
 - i Enter the applicant's name, health department, or clinic
 - ii Next enter your request information. The box will automatically open to accept more information. Or you could copy and paste your information to the form.
 - iii Enter the amount and any comments.
 - iv Save the form to you Documents Folder and close the form.
 - (b) Open the Detail Budget form
 - i Instruction for filling out this form is on page 2.
 - ii The form will automatically calculate the information. Note that the fourth column "Grantees Share" is the amount that your organization is contributing.
 - iii The "Requested Funds" is the total you are requesting from this program.
 - d. Click on Return and it will take you back to the Categorical Grant Funds page.
 5. When you have completed all forms for the funds you are requesting, email the Application for Grant (including Personnel Allocation by Program), State Formula Program Request and Categorical Grant Funds request forms to pbehnke@kdheks.gov.
 - a. When completed print out the "Application for Grant" form and have it signed and dated.
 - (1) Scan and send as an attachment to pbehnke@kdheks.gov or
 - (2) Fax to 785-296-1231.