



# United Community Services of Johnson County

## 2027 HUMAN SERVICE FUND (HSF) of Johnson County, KS APPLICATION INFORMATION & COVER PAGE REGULAR GRANTS POOL

Supported by United Community Services of Johnson County (UCS)

Questions: Contact Erika García Reyes, [erikag@ucsjoco.org](mailto:erikag@ucsjoco.org).

**APPLICATIONS DUE: June 22, 2026 at 12:00 p.m. through Jotform only.**

Link: <https://form.jotform.com/261124295679162>

**HSF PARTICIPATING JURISDICTIONS:** Johnson County Government, and cities of De Soto, Edgerton, Gardner, Leawood, Lenexa, Merriam, Mission, Olathe, Overland Park, Prairie Village, Roeland Park, Shawnee, Spring Hill, and Westwood.\*

**HSF POLICY:** Applicants must affirm compliance with any applicable [nondiscrimination ordinances](#) and/or policies of the contributing municipalities that provide resources to the HSF.\*

### GRANT SUBMISSION CHECKLIST:

All HSF applications must include the following documentation and information. Please use the document title format indicated in Jotform.

- Cover Page:** All fields of the Cover Page document (*see page 2*) must be complete with signatures from the Executive Director (or equivalent) and an Officer of the Governing Board and upload it to Jotform.
- HSF Application Narrative:** *Input into Jotform.*
  - When reporting Service Statistics, please include the total number of unduplicated participants served by the program for which HSF is requested for the indicated years. Additionally, report the number of unduplicated participants who were Johnson County residents.
  - Define the program’s unit of service, and report the total number of units of service delivered by the program, as well as the number of units of service delivered to Johnson County residents for the indicated years.
- Program Budget:** The HSF Program Budget must reflect the program(s) or service(s) for which HSF funding is requested.
- Agency Standards Checklist and Documentation:** *Input and upload into Jotform.*  
Guidance is included in Jotform. This is a full list of all documents that you might need to submit.

#### \_\_\_\_\_ Nonprofit, §501(c)(3) status

- Articles of incorporation and §501(c)(3) designation.
- Current corporate annual report.

#### \_\_\_\_\_ Organization Formation

- Bylaws.

#### \_\_\_\_\_ Organization Compliance

- A list of agency, program, and/or staff licenses and/or certifications, if applicable.

#### \_\_\_\_\_ Organization Finances

- Most Recent Filed Form 990 / 990EZ.
- Certified independent audit/independent review, preferably within two fiscal years.
- Board-Approved Budget.

#### \_\_\_\_\_ Board Oversight

- Current Board roster, including offices, terms and *contact information* for board of directors and/or local advisory board.

#### \_\_\_\_\_ Organization Policies and Procedures

- Fee schedule and policy, if fees are charge.



**2027 HUMAN SERVICE FUND (HSF) of Johnson County, KS  
COVER PAGE  
REGULAR GRANTS POOL**

**INSTRUCTIONS:**

Complete this cover page and submit it with your 2027 HSF Application through [Jotform](#) by 12:00 p.m. on June 22, 2026.

Legal Name of Agency:

Grant Contact and Title:

HSF Funding History and Request:

	Program Name	Funding Amount
2025 Award		
2026 Award		
2027 Request		

HSF funds requested are for:  Existing Program  
 New program (Proposed start date: \_\_\_\_\_ )

Sign below, acknowledging:

- the information contained in this application is accurate and complete;
- the program offers equal access to all participants and prospective participants who could benefit from the program;
- the applicant is in compliance with any applicable nondiscrimination ordinances and/or policies of the municipalities that provide resources to the Human Service Fund (HSF)\*; and
- the applicant follows agency standards, to the extent applicable, as outlined on the Agency Standards and Documentation section in Jotform.

Print name of Executive Director/CEO

Signature of Executive Director/CEO

Date

Name of Officer of Board and office held

Signature of Board Officer

Date