



# United Community Services of Johnson County

## 2027 HUMAN SERVICE FUND (HSF) of Johnson County, KS APPLICATION INFORMATION & COVER PAGE SMALL 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/261124772318152>

**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, define the program's unit of service, and report the total number of units of service delivered by the program 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.
- Current Board roster, including offices, terms and *contact information* for board of directors and/or local advisory board.

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

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

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

- Most Recent Filed Form 990 / 990EZ.
- Board-Approved Budget.
- Most Recent Year-End Financials.

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

- Fee schedule and policy, if fees are charge.



**2027 HUMAN SERVICE FUND (HSF) of Johnson County, KS  
COVER PAGE  
SMALL 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