



OFFICE OF THE PINAL COUNTY ATTORNEY

M. LANDO VOYLES
PINAL COUNTY ATTORNEY

2014 RICO Community Outreach Fund Guidelines

The Pinal County Attorney's Office provides limited funding to non-profit community agencies and programs to support **substance abuse prevention and education** and **gang prevention** efforts. The Pinal County Attorney's Office funds programs using RICO funds received by this office. Funding priorities will be given to agencies or programs who serve the citizens of Pinal County. The Pinal County Attorney will make all final decisions on all funding requests.

Community agencies who are seeking funding from the Pinal County Attorney's Office must submit a written proposal containing all of the information listed below. The information provided will assist the Pinal County Attorney's Office in making determinations regarding requests for funding.

All of the following information is required:

1. The name of the program and the contact person's name, mailing address (and physical address, if different) and telephone number.
2. A short description of the program, including the goals, expected outcome, performance measures that will be used to assess the final outcome, and the amount of funding requested.
3. An explanation of how the goals of the program are directed to and support gang prevention and/or substance abuse education and prevention.
4. A description of the program participants, including the age range and number of the people participating, and the date of the program (specific time period or an exact date).
5. A budget in sufficient detail to provide information about how the requested RICO funds will be spent. If funding from other sources will be utilized, provide information regarding how it will be spent.
6. Programs in which staff or volunteers interact with juveniles must include information regarding the process in place for hiring staff or screening volunteers.
7. Programs offered by religious organizations must include a statement that the requested funds will be used only to support the non-sectarian activities detailed in the proposal.
8. All agencies that are awarded funds must sign a Memorandum of Understanding. **Recipient agrees to return to the Pinal County Attorney's office RICO Fund all unexpended funds in the proportional amount of non-completed work.**
9. If your program funding request includes event sponsorship or if you intend to have the County Attorney present the program funding to your organization, please specify details regarding the event and/or presentation (date, time, location and number of tickets included).

Proposals should be submitted no later than **May 15th and November 15th** of each year. Submit your proposal with a cover letter on your agency's letterhead to:

Dwight Fujimoto
Chief of Staff