

ST. LOUIS CHRISTMAS CAROLS ASSOCIATION

Conditions Governing Use of Funds



Allocation grants are exclusively for:

WORK WITH CHILDREN (ages 18 or under) by non-profit agencies and organizations in the following St. Louis Metro areas: St. Louis City, St. Louis County, St. Charles County, and Jefferson County.

Provision of BASIC NEEDS OR EDUCATIONAL PROGRAMS. Grant funding must be earmarked for specific purchases or projects directly benefiting the children served. See examples below:

Appropriate Use of Funds:

- Clothing, coats, shoes, diapers
- School uniforms, School supplies
- Medications, Medical supplies
- Eye glasses, Personal care items
- Food for specific events/programs
- Scholarships, Student-centric programming
- Classroom learning supplies
- Equipment for use by students

Inappropriate Use of Funds:

- General treasury of agency
- Staff professional development
- Services/programs for teachers/counselors
- Purchase of equipment (i.e. computers)
- to be used exclusively by staff
- Utility bills
- Rent
- Gift cards

About StLCCA Grants

- Grant funds are distributed by mail, typically mid-February, following the caroling season. A written Acknowledgment of Grant is required, and should be submitted to us **by March 31** of that year.
- To be considered for inclusion as a Partner Agency each season, the "Agency Report Form (Use of Allocated Funds/Request for New Funds)" must be completed and submitted to our office by September 30, with receipt and/or accounting documentation of how the previous grant was used.
- Funding levels are reviewed each season and based in part on adherence to the above guidelines. Improper use of funds and/or failure to submit Acknowledgement of Grant or Agency Report by stated deadlines will jeopardize future allocations.

Instructions for submitting an Agency Report or Request for Funding are available at our website, www.STLChristmasCarols.org. If you are unable to send electronically, a hard copy can be mailed to our office at 7425 Forsyth Blvd. Suite 353, St. Louis, MO 63105.

*St. Louis Christmas Carols Association sincerely hopes supported agencies will, in turn, support us by participating in caroling efforts (even if virtually) at the holiday season with family, friends, coworkers or clients. We are happy to provide ideas and support for you. **Agencies participating in caroling will be given priority when making allocation determinations.***