

Waukegan Township



MARC L. JONES, SUPERVISOR

Outside Agency Request Process

The Waukegan Township Board will review outside agency requests from youth and non-profit community organizations on a monthly basis. Requests will be reviewed monthly, specifically on:

- Last Board Meeting of the Month.

If the consideration is rescheduled for a special meeting other than the regular board meeting, applicants will be notified of the new meeting date.

The Township Board reserves the right to limit the amount of grant money available to any individual organization. Any grants to governmental taxing bodies or their subsidiaries, such as libraries, schools, or public safety organizations, must serve the residents of the Township.

It is the applicant's duty to determine the timing appropriate to their grant request. If the applicant fails to submit a request by the deadline, they will forfeit the opportunity to receive timely funding. Requests must be received by the Township no later than 1 week prior to the grant consideration meeting (see above). Due to the limited availability of funds, an organization which meets eligibility requirements shall not receive more than one (1) grant per fiscal year, and the Township Board may limit the amount of any grant.

NOTE: Notwithstanding past experience, there is no guarantee that future requests will be approved. If a grant is awarded, and there are surplus funds not used for the stated purpose, the balance shall be returned to the Township. Incomplete applications are considered ineligible for funding. Applicants need to specify the payee on the form, both name and address, and please note the checks are issued to organizations, not individuals. If additional space is needed, use a separate page to attach supplementary information. Please provide detailed responses to the questions in the application. **Applicants are strongly encouraged to have a representative present at the meeting to answer any questions.**

A copy of the Waukegan Township Outside Agency Request Application may also be found on our website at waukegantownship.com. Completed applications can be dropped off at the Supervisor's Office, 149 S. Genesee Street, Waukegan, IL 60085, or emailed to Dijon Ross, Admin Support & Case Manager, @ dross@waukegantownship.com

Trustees: Percy Johnson, Sylvestre Castellanos, Jeff McBride, and Dulce Ortiz
Clerk: Rose Staben **Assessor:** Mark Stricklin