



**LEE'S SUMMIT**  
MISSOURI

## Application for Lee's Summit Funds from Coronavirus Relief Fund through Jackson County

Applicants must verify that no other state/federal funding is available to meet these needs in order to avoid duplication. Costs incurred between March 1, 2020 - November 30, 2020 are eligible for reimbursement.

### SECTION I --- Summary

The purpose of the Coronavirus Relief Fund is to provide ready funding to address unforeseen financial needs and risks created by the Coronavirus Disease 2019 (COVID-19) public health emergency. Any funds that are granted through this application process cannot be used to supplant expenses already budgeted due to COVID-19. These funds cannot be used to pay for COVID-19 related expenses already paid for by other federal or state funding. To determine awards, these applications will be reviewed for eligibility, accuracy, and completeness within the scoring criteria set forth in this application.

<b>Applicant Agency Name:</b>		<b>Program/Project Title:</b>	
<b>Not-for-profit organization</b> <i>(with active 501(c) status)?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Location of Program/Project:</b> <i>(Check one)</i>	On Site Off Site Out of Lee's Summit
<b>Agency's Street Address:</b> <i>(PO Box Not Acceptable without City's Consent)</i>		<b>Requested Amount:</b>	
<b>City/State/Zip:</b>		<b>Specifically what will Coronavirus Relief Funds Pay For?</b>  <i>Provide brief description of program/project/activity that requested funds will be used for</i>	
<b>Agency's EIN #:</b>		<b>Estimate the Percentage of funds that will be used to assist Lee's Summit citizens and/or businesses within City limits</b>	
<b>Please list <u>all</u> funding opportunities your agency has applied for and/or been awarded in the last 12 months. You must list the awarded amount(s) or the amount(s) you applied for if the funds have not yet been received, along with a description of what the funds were requested/received for.</b>  <i>(Please attach separate page if needed)</i>		<b>Will your request benefit Lee's Summit residents?</b>	Yes, only Lee's Summit residents Yes, but it will also benefit those outside of Lee's Summit No, it will only benefit non-residents
<b>Agency Contact:</b>		<b>Estimate the number of Lee's Summit residents and/or businesses that will benefit from your service or activity.</b>	# residents =  # businesses =
<b>E-Mail/Telephone/Fax:</b>	E-Mail:  T:  F:		

**Development Services**

220 SE Green Street | Lee's Summit, MO 64063 | P: 816.969.1200 | F: 816.969.1221 | cityofLS.net

## PROJECT DESCRIPTION, NEED & GOALS

Brief Description of the Program/Project, its relation to COVID-19, your need, and the impact it will have on the community, such as the ability to reach a broad group of citizens.

Describe the direct correlation between the planned use of these funds; and how it responds to and prevents COVID-19.

## SECTION II --- Program Budget

The CARES Act requires that the payments from the Coronavirus Relief Fund only be used to cover expenses that:

- (1) Are necessary expenditures incurred responding to or mitigating against the impact of to COVID-19;
- (2) Were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act); and
- (3) Were incurred after March 1, 2020 and ends on December 30, 2020.

To allow the City to meet its reporting requirements, awarded entities will only be reimbursed for costs incurred between March 1, 2020 and November 30, 2020. The City of Lee's Summit has the right to inspect documentation and/or actual operations for which funding is being requested and/or utilized.

Please **ATTACH A BUDGET** that (i) details the expenses for your project or activity, (ii) the amount of such expense, and (iii) how the expenses responds to or mitigates against the effect of COVID-19.

If you have questions of whether your expense is eligible review the Coronavirus Relief Fund FAQs and the Treasury's Coronavirus Relief Fund Guidance, or contact Sarah Tilbury at [sarah.tilbury@cityofls.net](mailto:sarah.tilbury@cityofls.net).

A sample budget can be found at <https://cityofls.net/coronavirus/covid-19-relief-fund>.



### **SECTION III --- Agency Capacity Assessment & Project Readiness**

Briefly describe the agency's mission statement/history, experience and capacity in receiving and expending Coronavirus Relief Funds (if applicable)	
Minimum amount of Coronavirus Relief Funds needed to operate and why?  (Please indicate a minimum required before the application would be withdrawn)	
Please indicate your realistic expectations for expending the funds as requested, if granted:	Within 1 week Within 2 weeks Within 1 month By November 30, 2020  **If funds cannot be fully expended and/or requested for reimbursement by November 30, 2020, the project will be deemed ineligible.
Briefly describe the staffing structure of the organization and/or include an organizational chart:	

## **SECTION IV --- Certifications**

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By signing below, Applicant expressly warrants and attests to the following:

1. The individual signing this application has all necessary authority on behalf of Applicant to request payment from the City from the allocation of funds to the City from the Coronavirus Relief Fund as created in the CARES Act.
2. Recipient understands and agrees that the City will rely on the budget in Section IV (the "Budget") and this Application as material representations in awarding and making a payment of Funds to Applicant. Applicant affirms that the information set forth in the Budget is true, complete, and accurate and affirms the statements made in the Budget as of the date of this Application.
3. Applicant expressly represents and warrants that it is eligible to receive the Funds in accordance with state and federal law and that the Funds will be used exclusively for lawful expenditures pursuant to the CARES Act and specifically as described in the Budget.
4. Applicant represents, warrants, and agrees that the proposed uses of the Funds provided as a payment shall be used only to cover those costs that: (i) are necessary expenditures incurred due to the Coronavirus Disease 2019 (COVID-19); (ii) were not accounted for in its budget most recently approved as of March 27, 2020; and (iii) were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.
5. Applicant acknowledges, understands, and agrees that Funds provided as payment from the City to Applicant pursuant to this Agreement must adhere to official federal guidance issued or to be issued on what constitutes a necessary expenditure. Any funds expended by Applicant in any manner that does not adhere to official federal guidance shall be returned to the City.
6. If Applicant is a local government entity, public entity, or political subdivision of the state, Applicant shall not use any funds provided pursuant to this Application as a revenue replacement for lower than expected tax or other revenue collections.
7. Funds received pursuant to this Application shall not be used for expenditures for which Applicant has received any other emergency COVID-19 supplemental funding (whether state, federal or private in nature) for that same cost or expense, including other CARES Act funds.
8. Applicant may not use funds received pursuant to this Application to make a grant to any other local government, public entity, political subdivision, non-profit corporation, corporation, limited liability company, or other business entity, or individual unless the specific use of funds was expressly described in the Budget, and such grant is used solely for necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19), that were not accounted for in the budget most recently approved as of March 27, 2020, and that were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020. In such event, Applicant is responsible for all documentation requirements.
9. Applicant certifies by submitted this Application that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from entering into an agreement by any federal or state department or agency. The term "principal" for purposes of this Application is defined as an officer, director, owner, partner, key employee or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of Applicant.



10. Applicant understands that it must promptly repay all funds paid to it under an agreement should it be finally determined either that it was ineligible to receive the Funds, improperly spent Funds or it made any material misrepresentation on its Application.
11. Applicant certifies that the Funds shall not be used for any unlawful purpose, including but not limited to: (i) as a revenue replacement for lower than expected tax or other revenue collection; (ii) for expenditures for which Applicant is already receiving other emergency COVID-19 supplemental funding (whether state, federal or private in nature) for the same expense; or (iii) to engage in any other activity that is illegal under federal, state or local law.
12. Applicant understands and agrees that the City is under no obligation to distribute any additional funds other than as provided in an agreement, even if Applicant believes circumstances have changed and Applicant requests additional funds.
13. Applicant warrants that it has no current, pending or outstanding criminal, civil, or enforcement actions initiated by any federal, state, or local government, that would affect the proper and agreed upon use of the Funds.

If awarded funds, these warranties and attestations shall be incorporated into the Funding Agreement and a violation of any such warranties or attestations shall be a material breach of the Funding Agreement and cause for loss of funds.

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Signature – Person Completing the Application

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Title

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Date

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Signature – President/CEO of the Agency

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Title

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Date



Briefly describe the staffing structure of the organization and/or include an organizational chart:

Developing Potential is led by Rebecca Case, Executive Director. Ms. Case founded the organization in 1993 and reports to the Board of Directors.

Kari Wiss is the Director of Operations and has been with the organization since 1999, reporting to the Executive Director. There are Site Directors at each of our locations that report to the Director of Operations.

Mary Theis is the Office Manager and has been with the organization since 2002 and reports to the Executive Director.

Amy Cox, Director of Development, has been involved with Developing Potential, first as a contractor and then as a staff member, since 2001 and reports to the Executive Director.

Direct Support Professionals, who provide direct services to the individuals we serve, report to their respective Supervisor/Case Coordinator.

**CARES ACT:  
City of Lee's Summit  
Appropriation to Developing  
Potential, Inc.  
Budget**

<u>Expense Category</u>	<u>Description</u>	<u>Amount</u>	<u>Connection to Covid 19</u>
<u>Compliance with Public Health Orders</u>			
	Business interruption costs due to closing per mandates	\$ 44,000.00	Closed due to county stay-at-home orders, funds needed for costs of leases, utilities, training
	Remote signature technology for official documents	\$ 480.00	Mandates/safety of individuals served
	Zoom technology	\$ 737.56	Remote technology for socially distanced services
	Computers	\$ 10,000.00	Promotes social distancing
	Protex Disinfectant	\$ 4,879.36	Reduce spread of COVID 19
		\$ 60,096.92	Please note Developing Potential is requesting \$44,000 in this round.

***Developing Potential  
FY2020***

***Grants listed below are for ALL sites that Developing Potential administers, not just the Lee's Summit location. Please also note funds received for our capital campaign were requested prior to COVID and are earmarked solely for our building project and cannot be used as operational needs.***

<b><i>Entity</i></b>	<b><i>Month</i></b>	<b><i>Grant Request</i></b>	<b><i>Amount Funded</i></b>
Walmart	January 2020	Operations	\$500
Lee's Summit Arts Council	January 2020	Arts Education	Declined
QuikTrip Corporation	January 2020	Capital Campaign	Declined
Greater Lee's Summit Healthcare Foundation	February 2020	Sensory Equipment	\$7,500
Independence Young Matrons	February 2020	Technology	Declined
Payroll Protection Program	March 2020	COVID Response	\$414,700
McGee Family Foundation	March 2020	Operations	Declined
Greater Kansas City COVID Response and Relief Fund	March 2020	COVID Response	Declined
Elaine Feld Stern Charitable Foundation	March 2020	Capital Campaign	Declined
GEHA	March 2020	Capital Campaign	\$5,000
Dunn Family Foundation	March 2020	Capital Campaign	\$5,000
Ronald D. Deffenbaugh Foundation	March 2020	Capital Campaign	\$50,000
Sunderland Foundation	April 2020	Capital Campaign	\$100,000
Kyle's Gift	May 2020	COVID Response	\$5,000
Sisters Circle	June 2020	COVID Response – KC Site	Declined
Everygy	June 2020	COVID Response	Declined
City of Lee's Summit CDBG Funding	June 2020	COVID Response	\$32,000
Blue KC	June 2020	COVID Response	Declined
CPPS Heritage Mission Fund	June 2020	Capital Campaign	\$50,000
Summit Homes	July 2020	COVID Response	\$32,000
Truman Heartland Community Foundation	July 2020	Technology	\$3,000
Rotary Club of Lee's Summit	August 2020	COVID Response	\$500
Hall Family Foundation	August 2020	COVID Response	\$30,000
City of LS CARES Act Funding	September 2020	COVID Response	Partially Funded \$16,096.92
UMB Bank Foundations	September 2020	COVID Response	Pending Decision - \$50,000 Requested
Ronald D. Deffenbaugh Foundation	September 2020	COVID Response	Pending Decision \$50,000 Requested

Eitas	September 2020	Operations	Pending Decision
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Costs incurred between March 1, 2020 - November 30, 2020 are eligible for reimbursement.

### SECTION I --- Summary

The purpose of the Coronavirus Relief Fund is to provide ready funding to address unforeseen financial needs and risks created by the Coronavirus Disease 2019 (COVID-19) public health emergency. Any funds that are granted through this application process cannot be used to supplant expenses already budgeted due to COVID-19. These funds cannot be used to pay for COVID-19 related expenses already paid for by other federal or state funding. To determine awards, these applications will be reviewed for eligibility, accuracy, and completeness within the scoring criteria set forth in this application.

<b>Applicant Agency Name:</b>	Lee's Summit CARES	<b>Program/Project Title:</b>	Managing Family Stressors During COVID-19
<b>Not-for-profit organization</b> (with active 501(c) status)?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Location of Program/Project:</b> (Check one)	<input type="checkbox"/> On Site <input checked="" type="checkbox"/> Off Site <input type="checkbox"/> Out of Lee's Summit
<b>Agency's Street Address:</b> (PO Box Not Acceptable without City's Consent)	Mailing: 1555 NE Rice Road	<b>Requested Amount:</b>	<b>\$17,643</b>
<b>City/State/Zip:</b>	Lee's Summit, MO 64086	<b>Specifically what will Coronavirus Relief Funds Pay For?</b> <i>Provide brief description of program/project/activity that requested funds will be used for</i>	Please see attached.
<b>Agency's EIN #:</b>	43-1301288	<b>Estimate the Percentage of funds that will be used to assist Lee's Summit citizens and/or businesses within City limits</b>	90%
<b>Please list all funding opportunities your agency has applied for and/or been awarded in the last 12 months. You must list the awarded amount(s) or the amount(s) you applied for if the funds have not yet been received, along with a description of what the funds were requested/received for.</b>  <i>(Please attach separate page if needed)</i>	Please see attached.	<b>Will your request benefit Lee's Summit residents?</b>	<input type="checkbox"/> Yes, only Lee's Summit residents <input checked="" type="checkbox"/> Yes, but it will also benefit those outside of Lee's Summit <input type="checkbox"/> No, it will only benefit non-residents
<b>Agency Contact:</b>	Monica Meeks	<b>Estimate the number of Lee's Summit residents and/or businesses that will benefit from your service or activity.</b>	# residents = 18000 # businesses = 30
<b>E-Mail/Telephone/Fax:</b>	E-Mail: mmeeks@rediscovermh.org  T: 8163473202  F:		

## PROJECT DESCRIPTION, NEED & GOALS

Brief Description of the Program/Project, its relation to COVID-19, your need, and the impact it will have on the community, such as the ability to reach a broad group of citizens.

Please see attached.

Describe the direct correlation between the planned use of these funds; and how it responds to and prevents COVID-19.

There is a direct correlation between the increased programming by Lee's Summit CARES to rapidly respond to increased family mental health challenges experienced during the pandemic. Symptoms of anxiety disorder and depressive disorder increased considerably in the United States during April–June of 2020, compared with the same period in 2019 (CDC, Aug 2020). For the month of June, the CDC reported that 41% of respondents surveyed reported at least one adverse mental or behavioral health condition, including symptoms of anxiety disorder or depressive disorder (30.9%), symptoms of a trauma- and stressor-related disorder related to the pandemic (26.3%), and having started or increased substance use to cope with stress or emotions related to COVID-19 (13.3%). Researchers recommended community-level intervention and prevention efforts, including health communication strategies, designed to reach these groups could help address various mental health conditions associated with the COVID-19 pandemic.

## **SECTION II --- Program Budget**

The CARES Act requires that the payments from the Coronavirus Relief Fund only be used to cover expenses that:

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Please **ATTACH A BUDGET** that (i) details the expenses for your project or activity, (ii) the amount of such expense, and (iii) how the expenses responds to or mitigates against the effect of COVID-19.

If you have questions of whether your expense is eligible review the Coronavirus Relief Fund FAQs and the Treasury's Coronavirus Relief Fund Guidance, or contact Sarah Tilbury at [sarah.tilbury@cityofls.net](mailto:sarah.tilbury@cityofls.net).

A sample budget can be found at <https://cityofls.net/coronavirus/covid-19-relief-fund>.



### **SECTION III --- Agency Capacity Assessment & Project Readiness**

<p>Briefly describe the agency's mission statement/history, experience and capacity in receiving and expending Coronavirus Relief Funds (if applicable)</p>	<p>Please see attached.</p>
<p>Minimum amount of Coronavirus Relief Funds needed to operate and why?</p> <p>(Please indicate a minimum required before the application would be withdrawn)</p>	<p>In these unprecedented times, demand for health and human services have increased, and resources to support those services have decreased. The request for net revenue of two of LSC's three signature annual fundraisers ensures that the agency can rapidly respond to community needs, as demonstrated by increased programming for youth and families to which parents have positively responded. The full amount or any part thereof would significantly ensure the financial health of this 35-year-old Lee's Summit nonprofit to help children, youth and families thrive.</p>
<p>Please indicate your realistic expectations for expending the funds as requested, if granted:</p>	<p> <input type="checkbox"/> Within 1 week  <input type="checkbox"/> Within 2 weeks  <input type="checkbox"/> Within 1 month  <input checked="" type="checkbox"/> By November 30, 2020         </p> <p><small>**If funds cannot be fully expended and/or requested for reimbursement by November 30, 2020, the project will be deemed ineligible.</small></p>
<p>Briefly describe the staffing structure of the organization and/or include an organizational chart:</p>	<p>LSC has four staff. Staff are supplemented by contractors at an annual expense of more than \$30,000 incurred by LSC that allows the agency to work efficiently with four highly qualified professionals in their fields.</p>



## **SECTION IV --- Certifications**

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By signing below, Applicant expressly warrants and attests to the following:

1. The individual signing this application has all necessary authority on behalf of Applicant to request payment from the City from the allocation of funds to the City from the Coronavirus Relief Fund as created in the CARES Act.
2. Recipient understands and agrees that the City will rely on the budget in Section IV (the "Budget") and this Application as material representations in awarding and making a payment of Funds to Applicant. Applicant affirms that the information set forth in the Budget is true, complete, and accurate and affirms the statements made in the Budget as of the date of this Application.
3. Applicant expressly represents and warrants that it is eligible to receive the Funds in accordance with state and federal law and that the Funds will be used exclusively for lawful expenditures pursuant to the CARES Act and specifically as described in the Budget.
4. Applicant represents, warrants, and agrees that the proposed uses of the Funds provided as a payment shall be used only to cover those costs that: (i) are necessary expenditures incurred due to the Coronavirus Disease 2019 (COVID-19); (ii) were not accounted for in its budget most recently approved as of March 27, 2020; and (iii) were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.
5. Applicant acknowledges, understands, and agrees that Funds provided as payment from the City to Applicant pursuant to this Agreement must adhere to official federal guidance issued or to be issued on what constitutes a necessary expenditure. Any funds expended by Applicant in any manner that does not adhere to official federal guidance shall be returned to the City.
6. If Applicant is a local government entity, public entity, or political subdivision of the state, Applicant shall not use any funds provided pursuant to this Application as a revenue replacement for lower than expected tax or other revenue collections.
7. Funds received pursuant to this Application shall not be used for expenditures for which Applicant has received any other emergency COVID-19 supplemental funding (whether state, federal or private in nature) for that same cost or expense, including other CARES Act funds.
8. Applicant may not use funds received pursuant to this Application to make a grant to any other local government, public entity, political subdivision, non-profit corporation, corporation, limited liability company, or other business entity, or individual unless the specific use of funds was expressly described in the Budget, and such grant is used solely for necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19), that were not accounted for in the budget most recently approved as of March 27, 2020, and that were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020. In such event, Applicant is responsible for all documentation requirements.
9. Applicant certifies by submitted this Application that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from entering into an agreement by any federal or state department or agency. The term "principal" for purposes of this Application is defined as an officer, director, owner, partner, key employee or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of Applicant.

- If awarded funds, these warranties and attestations shall be incorporated into the Funding Agreement and a violation of any such warranties or attestations shall be a material breach of the Funding Agreement and cause for loss of funds.

## **LSC ADDENDUM**

### **Specifically what will Coronavirus Relief Funds Pay For? Provide brief description of program/project/activity that requested funds will be used for:**

Coronavirus Relief Funds would replace lost revenue Lee's Summit CARES (LSC) incurred due to county pandemic safety protocols. LSC incurred loss of revenue for two large community events: The 10<sup>th</sup> Annual Got Talent Scholarship competition in June, which was cancelled; and the 27th Annual Holly Festival, which is pivoting from a large in-person event to a scaled down online auction in November.

These events represent two of Lee's Summit's signature fundraisers and significantly contribute to the agency's mission to develop a culture of physical and mental wellness for Lee's Summit youth and families that inspires positive, healthy choices. Requested funding will be toward staffing, overhead and unfunded programming costs related to youth substance prevention, youth mental health and wellness, positive parenting and community character development – all essential activities to provide Lee's Summit families and businesses with tools to navigate increased economic, academic and employment stressors during the pandemic.

The 10<sup>th</sup> Annual Got Talent Scholarship competition held annually in June was cancelled. The family-friendly event has an average attendance of 450-500 people, including student performers, audience members and Lee's Summit volunteers. Talented student performers compete for \$6000 in scholarship funds. The net revenue loss of \$8526 is due to county restrictions during COVID-19 regarding public occupancy that restricted special events to 50 people (Phase 2). This is an indoor event, held at Lee's Summit High School. In addition to county restrictions, schools had been closed to students and activities since March.

The in-person 27<sup>th</sup> Annual Holly Festival held annually in November has been cancelled. Attendance the last three years averages more than 3200 adults and youth. Specialty handmade arts and crafts, child IDs, and Santa's first Lee's Summit appearance are among the activities for young and old. The event has pivoted from in-person to a scaled-down online auction. The net revenue loss of \$9117 is due to county restrictions during COVID-19 regarding public occupancy that restrict special events to 100 people (Phase 2.5). This is an indoor event held at Bernard Campbell Middle School. In addition to county restrictions, schools are currently closed to students and community activities.

### **Brief Description of the Program/Project, its relation to COVID-19, your need, and the impact it will have on the community, such as the ability to reach a broad group of citizens.**

Lee's Summit CARES (LSC) serves 18,000+ local students and their parents with programs that reduce family discord, discipline issues, substance use and suicide. LSC is responding to the COVID-19 crisis with increased online programming for youth and parents during the pandemic. Technology has been deployed via use of online classes and connectivity activities that promote mental well-being during this time of stress and uncertainty, which can lead to increased family conflict, increased substance use, and increased needs for mental health supports—all focuses of LSC's programs.

Unrestricted funding from LSC's fundraisers ensures that the agency can rapidly respond to community needs. Examples of LSC's rapid response during the pandemic includes additional LSC's parenting classes that have been adapted to focus on "Quarantine Parenting" to provide online support to address prolonged effects of stress overload during the pandemic. Resources to access local mental health and suicide prevention supports are provided. More than 300 parents have participated so far. Parenting programs are now offered to parents at no cost to allow for the greatest outreach to families during the pandemic.

In addition to online parent supports, LSC's Youth Mental Health Task Force updated its printed Crisis Navigation Tool to help parents access EJC mental health and substance use resources during the crisis and distributed it to businesses open during the pandemic, including 300 fliers to pharmacies and urgent care clinics. The tool was adapted in April for use on social media to increase awareness and outreach during the pandemic.

LSC's Youth Advisory Board and other youth have recorded 6 podcasts with local experts on topics such as "Our Voice Matters" and "Our Quarantine Life" to address the importance of mental health, suicide prevention and how to support a friend through a crisis. Youth Advisory Board members and other LSR7 students held the 3<sup>rd</sup> annual Wellness Walk virtually in April to support suicide prevention and promote mental health awareness while at home during the pandemic. More than 214 youth and adults participated, with more than 6,000 people engaged via social media posts. Ongoing social media posts engage adults and youth in positive messaging with resource links to vetted coping strategies created by staff, consultants and other partners.

**Briefly describe the agency's mission statement/history, experience and capacity in receiving and expending Coronavirus Relief Funds (if applicable)**

Lee's Summit CARES (LSC) serves as the only Lee's Summit community coalition addressing youth health and safety. Its mission is to mobilize community partners to develop a culture of physical and mental wellness for Lee's Summit youth and families that inspires positive, healthy choices. Programs focus on reducing risky behaviors and increasing healthy developmental supports. The agency has provided prevention programming since its inception. During the last 35 years, LSC has worked to surround youth with protective factors—upstander education to prevent bullying, healthy coping skills to promote mental well-being, drug and alcohol diversion programs to discourage risky behaviors, and parenting programs that develop strong families.

The non-profit agency has more than 14 years experience managing federal, state and county government grants. Annual audits are conducted; unqualified opinions have found the financial statements to be in accordance with Generally Accepted Accounting Principles.

<b>CARES ACT: City of Lee's Summit Appropriation to Lee's Summit CARES (LSC) Budget</b>			
<b>Allocated Funding from the City</b>		\$	
<b>Expense Category</b>	<b>Description</b>	<b>Amount</b>	<b>Connection to COVID-19</b>
Community Support Services	Parent class creation, facilitation, presentation of Quarantine Parenting Program and coordination of Youth Mental Health Task Force (YMHTF)		
	~Monthly 1-hr Positive Parenting Programs and monthly YMHTF coordination	4000	Assist parents affected by family stressors of COVID-19
	~Two 5-week Love & Logic sessions	1000	Assist parents affected by family stressors of COVID-19
	~Editing, uploading to LSC YouTube channel	800	Assist parents affected by family stressors of COVID-19
Community Support Services	120 parent scholarships to attend classes	1200	Assist parents affected by family stressors of COVID-19
Community Support Services	Zoom registration upgrade to obtain zip codes of participants	2000	Assist parents affected by family stressors of COVID-19
Community Support Services	Staff management to deliver Quarantine Parenting Program	450	Assist parents affected by family stressors of COVID-19
TOTAL		\$ 9,450.00	AWARDED
<b>ADDITIONAL REQUEST:</b>			
Compliance with Public Health Orders	Loss of Income due to Got Talent Scholarship Competition cancellation	8526	Promote social distancing and reduce spread of COVID-19 as special events of more than 50 persons were not permitted by county order
Compliance with Public Health Orders	Loss of Income due to Holly Festival cancellation	917	Promote social distancing and reduce spread of COVID-19 as special events of more than 100 persons are not permitted by county order
		\$ 17,643.00	Requested

**LSC Grants Applied for between Oct 1, 2019 - Sept 30, 2020**

<b>Grant</b>	<b>Purpose</b>	<b>Application Date</b>	<b>Time Frame of Grant</b>	<b>Amount</b>	<b>Status</b>
Jackson County COMBAT 2020	Youth Substance Use Prevention	Oct 2019	2020	\$ 48,000	Secured
Greater Lee's Summit Healthcare Fdn 2020	Youth Mental Health and Wellness	Oct 2019	2020	\$ 6,675	Secured
Jackson County Outside Agency 2020	Postive Parenting Practices	Oct 2019	2020	\$ 14,375	Secured
United Way 2020-21	Bridges Love & Logic Program for Homeless Parents at Hillcrest	Dec 2019	2020-21	\$ 10,000	Secured
Lee's Summit Arts Council 2020	Empowerment Art Project at 4 LSR7 Schools	Jan 2020	n/a	\$ 1,000	<i>Denied</i>
Health Forward Fdn Healthy Communities Oct 2020 - Sept 2021	Youth Vaping Prevention	Feb 2020	Oct 2020 - Sept 2021	\$ 109,341	Secured
SAMHSA STOP Act Oct 2020 - Sept 2021	Youth Alcohol Prevention	Feb 2020	Oct 2020 - Sept 2021	\$ 48,905	Secured
First Call Mini-Grant 2021	Youth Assets & Substance Use/Perception Evaluation	May 2020	2021	\$ 5,000	Secured
United Way COVID Emergency Fund 2020	COVID Expenses	May 2020	2020	\$ 15,000	Requested
Truman Heartland Community Foundation 2021	Capacity Expenses	July 2020	n/a	\$ 5,002	<i>Denied</i>
Jackson County Children Services Fund 2021	Youth Mental Health and Wellness	Aug 2020	2021	\$ 99,829	Requested
Jackson County COMBAT 2021	Youth Substance Use Prevention	Sept 2020	2021	\$ 74,667	Requested
City of Lee's Summit COVID Emergency Fund 2020	Quarantine Parenting Program	Sept 2020	2020	\$ 9,450	Secured
City of Lee's Summit COVID Emergency Fund 2020	Loss of Revenue	Sept 2020	2020	\$ 17,643	Requested



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## Application for Lee's Summit Funds from Coronavirus Relief Fund through Jackson County

Applicants must verify that no other state/federal funding is available to meet these needs in order to avoid duplication.  
Costs incurred between March 1, 2020 - November 30, 2020 are eligible for reimbursement.

### SECTION I --- Summary

The purpose of the Coronavirus Relief Fund is to provide ready funding to address unforeseen financial needs and risks created by the Coronavirus Disease 2019 (COVID-19) public health emergency. Any funds that are granted through this application process cannot be used to supplant expenses already budgeted due to COVID-19. These funds cannot be used to pay for COVID-19 related expenses already paid for by other federal or state funding. To determine awards, these applications will be reviewed for eligibility, accuracy, and completeness within the scoring criteria set forth in this application.

<b>Applicant Agency Name:</b>	LS Chamber	<b>Program/Project Title:</b>	Covid relief fund
<b>Not-for-profit organization</b> (with active 501(c) status)?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Location of Program/Project:</b> (Check one)	<input checked="" type="checkbox"/> On Site <input type="checkbox"/> Off Site <input type="checkbox"/> Out of Lee's Summit
<b>Agency's Street Address:</b> (PO Box Not Acceptable without City's Consent)	20 SE Main St S	<b>Requested Amount:</b>	\$66,855.90
<b>City/State/Zip:</b>	LS, MO 64063	<b>Specifically what will Coronavirus Relief Funds Pay For?</b> <i>Provide brief description of program/project/activity that requested funds will be used for</i>	Our largest loss was the annual Oktoberfest event in Lee's Summit, an event that is the Chamber's largest annual campaign with the majority of funding going to support our mission of promoting, enhancing, growing and advocating for the public and business community in Lee's Summit. County safety guidelines dictated that large events like this were not able to occur.  The stay at home order required all staff of the LS Chamber to work from home. All committee meetings and
<b>Agency's EIN #:</b>	44-0620561	<b>Estimate the Percentage of funds that will be used to assist Lee's Summit citizens and/or businesses within City limits</b>	100%
<b>Please list all funding opportunities your agency has applied for and/or been awarded in the last 12 months. You must list the awarded amount(s) or the amount(s) you applied for if the funds have not yet been received, along with a description of what the funds were requested/received for.</b> <i>(Please attach separate page if needed)</i>	The LS Chamber received a SBA loan through the Economic Injury Disaster Loan program. The loan was for \$150,000 and is being used to cover payroll and operational expenses. This is a SBA loan and is a liability that the Chamber will have to pay back.  The Chamber was also approved for \$25,000 from the City of Lee's Summit through the initial round of Cares Act funding.	<b>Will your request benefit Lee's Summit residents?</b>	<input type="checkbox"/> Yes, only Lee's Summit residents <input checked="" type="checkbox"/> Yes, but it will also benefit those outside of Lee's Summit <input type="checkbox"/> No, it will only benefit non-residents
<b>Agency Contact:</b>	Matt Baird	<b>Estimate the number of Lee's Summit residents and/or businesses that will benefit from your service or activity.</b>	# residents = 50,000 # businesses = 3000
<b>E-Mail/Telephone/Fax:</b>	E-Mail: mbaird@lschamber.com  T: 816-524-2424  F: 816-524-5246		

**Development Services**

220 SE Green Street | Lee's Summit, MO 64063 | P: 816.969.1200 | F: 816.969.1221 | cityofLS.net

## PROJECT DESCRIPTION, NEED & GOALS

**Brief Description of the Program/Project, its relation to COVID-19, your need, and the impact it will have on the community, such as the ability to reach a broad group of citizens.**

The Lee's Summit Chamber was hit hard with the COVID-19 pandemic. The largest hit was to our largest annual campaign, Oktoberfest Festival. Over the last three years, the festival made an average net revenue of \$91,706. These funds represent 10% of overall revenue each year and would typically be used to plan and execute events, promote and market the business community as well as the public, and advocate both locally and nationally not only the business community but the Lee's Summit region. These dollars also assist with promoting the city of Lee's Summit through tourism. Now more than ever, marketing through tourism is crucial in highlighting and bringing sales dollars in. Events include ribbon cuttings celebrating the opening of a new business in Lee's Summit, a monthly educational seminar, business before and after hours, all provided at no cost. During the pandemic, our staff continued to promote the business community as well as the community as a whole.

**Describe the direct correlation between the planned use of these funds; and how it responds to and prevents COVID-19.**

COVID-19 has been incredibly detrimental to our organization, which is highly dependent on direct interaction with potential and current business owners, entrepreneurs, local and state representatives, as well as the general community. Our impact comes from awareness, which has been greatly diminished due to the lack of in-person interaction and a stifled business community. Both business growth and business interaction have stagnated during this time, and we have been charged with ensuring the wellbeing of the business community is a priority. We believe the lost revenue will further exasperate the long-term concerns for future growth in the community.

Both lost revenues for events, as well as lost opportunities in the community are not only short-term, but long-term concerns that we are going to try and offset through advocacy in other, more creative ways, as this pandemic and county leadership will allow.

## SECTION II --- Program Budget

The CARES Act requires that the payments from the Coronavirus Relief Fund only be used to cover expenses that:

- (1) Are necessary expenditures incurred responding to or mitigating against the impact of to COVID-19;
- (2) Were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act); and
- (3) Were incurred after March 1, 2020 and ends on December 30, 2020.

To allow the City to meet its reporting requirements, awarded entities will only be reimbursed for costs incurred between March 1, 2020 and November 30, 2020. The City of Lee's Summit has the right to inspect documentation and/or actual operations for which funding is being requested and/or utilized.

Please **ATTACH A BUDGET** that (i) details the expenses for your project or activity, (ii) the amount of such expense, and (iii) how the expenses responds to or mitigates against the effect of COVID-19.

If you have questions of whether your expense is eligible review the Coronavirus Relief Fund FAQs and the Treasury's Coronavirus Relief Fund Guidance, or contact Sarah Tilbury at [sarah.tilbury@cityofls.net](mailto:sarah.tilbury@cityofls.net).

A sample budget can be found at <https://cityofls.net/coronavirus/covid-19-relief-fund>.





### **SECTION III --- Agency Capacity Assessment & Project Readiness**

<p>Briefly describe the agency's mission statement/history, experience and capacity in receiving and expending Coronavirus Relief Funds (if applicable)</p>	<p>The Lee's Summit Chamber aims to be the champion of regional business by creating opportunities for our members personal and business growth while providing influence to the communities we serve. We were incorporated in 1968 as a C6 Non-Profit organization. We serve a total of 960 members throughout the KC region but more importantly we represent the community of Lee's Summit for small, medium and large businesses.</p>
<p>Minimum amount of Coronavirus Relief Funds needed to operate and why?</p> <p>(Please indicate a minimum required before the application would be withdrawn)</p>	<p>Our ability to operate and advocate is highly dependent on our income generation. While we can do these tasks with less, our impact is greatly diminished without adequate community presence, which was restricted due to this pandemic. Our outreach, business opportunities, staffing, as well as our future progress, has all been slowed or halted during this time.</p>
<p>Please indicate your realistic expectations for expending the funds as requested, if granted:</p>	<p> <input type="checkbox"/> Within 1 week  <input type="checkbox"/> Within 2 weeks  <input type="checkbox"/> Within 1 month  <input checked="" type="checkbox"/> By November 30, 2020         </p> <p><b>**If funds cannot be fully expended and/or requested for reimbursement by November 30, 2020, the project will be deemed ineligible.</b></p>
<p>Briefly describe the staffing structure of the organization and/or include an organizational chart:</p>	

## SECTION IV --- Certifications

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By signing below, Applicant expressly warrants and attests to the following:

1. The individual signing this application has all necessary authority on behalf of Applicant to request payment from the City from the allocation of funds to the City from the Coronavirus Relief Fund as created in the CARES Act.
2. Recipient understands and agrees that the City will rely on the budget in Section IV (the "Budget") and this Application as material representations in awarding and making a payment of Funds to Applicant. Applicant affirms that the information set forth in the Budget is true, complete, and accurate and affirms the statements made in the Budget as of the date of this Application.
3. Applicant expressly represents and warrants that it is eligible to receive the Funds in accordance with state and federal law and that the Funds will be used exclusively for lawful expenditures pursuant to the CARES Act and specifically as described in the Budget.
4. Applicant represents, warrants, and agrees that the proposed uses of the Funds provided as a payment shall be used only to cover those costs that: (i) are necessary expenditures incurred due to the Coronavirus Disease 2019 (COVID-19); (ii) were not accounted for in its budget most recently approved as of March 27, 2020; and (iii) were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.
5. Applicant acknowledges, understands, and agrees that Funds provided as payment from the City to Applicant pursuant to this Agreement must adhere to official federal guidance issued or to be issued on what constitutes a necessary expenditure. Any funds expended by Applicant in any manner that does not adhere to official federal guidance shall be returned to the City.
6. If Applicant is a local government entity, public entity, or political subdivision of the state, Applicant shall not use any funds provided pursuant to this Application as a revenue replacement for lower than expected tax or other revenue collections.
7. Funds received pursuant to this Application shall not be used for expenditures for which Applicant has received any other emergency COVID-19 supplemental funding (whether state, federal or private in nature) for that same cost or expense, including other CARES Act funds.
8. Applicant may not use funds received pursuant to this Application to make a grant to any other local government, public entity, political subdivision, non-profit corporation, corporation, limited liability company, or other business entity, or individual unless the specific use of funds was expressly described in the Budget, and such grant is used solely for necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19), that were not accounted for in the budget most recently approved as of March 27, 2020, and that were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020. In such event, Applicant is responsible for all documentation requirements.
9. Applicant certifies by submitted this Application that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from entering into an agreement by any federal or state department or agency. The term "principal" for purposes of this Application is defined as an officer, director, owner, partner, key employee or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of Applicant.

10. Applicant understands that it must promptly repay all funds paid to it under an agreement should it be finally determined either that it was ineligible to receive the Funds, improperly spent Funds or it made any material misrepresentation on its Application.
11. Applicant certifies that the Funds shall not be used for any unlawful purpose, including but not limited to: (i) as a revenue replacement for lower than expected tax or other revenue collection; (ii) for expenditures for which Applicant is already receiving other emergency COVID-19 supplemental funding (whether state, federal or private in nature) for the same expense; or (iii) to engage in any other activity that is illegal under federal, state or local law.
12. Applicant understands and agrees that the City is under no obligation to distribute any additional funds other than as provided in an agreement, even if Applicant believes circumstances have changed and Applicant requests additional funds.
13. Applicant warrants that it has no current, pending or outstanding criminal, civil, or enforcement actions initiated by any federal, state, or local government, that would affect the proper and agreed upon use of the Funds.

If awarded funds, these warranties and attestations shall be incorporated into the Funding Agreement and a violation of any such warranties or attestations shall be a material breach of the Funding Agreement and cause for loss of funds.



Signature – Person Completing the Application

President

Title

9/29/20

Date



Signature – President/CEO of the Agency

President

Title

9/29/20

Date



## Budget for 2020 Covid-19 Relief Funds for Lee's Summit Chamber of Commerce

[illegible]

Briefly describe the staffing structure of the organization and/or include an organizational chart:

The staff is currently made up of a President who oversees the organization. A Director of Member Services works with our new members and renewals as well as recruits for the organization. Director of Events oversees all events and the Director of Marketing and Communications oversees all of the marketing, technology, emails, etc... A part-time graphic designer creates the layout and art for the 7 different publications the Chamber does in-house



## Application for Lee's Summit Funds from Coronavirus Relief Fund through Jackson County

Applicants must verify that no other state/federal funding is available to meet these needs in order to avoid duplication. Costs incurred between March 1, 2020 - November 30, 2020 are eligible for reimbursement.

### SECTION I --- Summary

The purpose of the Coronavirus Relief Fund is to provide ready funding to address unforeseen financial needs and risks created by the Coronavirus Disease 2019 (COVID-19) public health emergency. Any funds that are granted through this application process cannot be used to supplant expenses already budgeted due to COVID-19. These funds cannot be used to pay for COVID-19 related expenses already paid for by other federal or state funding. To determine awards, these applications will be reviewed for eligibility, accuracy, and completeness within the scoring criteria set forth in this application.

<b>Applicant Agency Name:</b>	Lee's Summit Economic Development Council (LSEDC)	<b>Program/Project Title:</b>	LSEDC Covid-19 Relief
<b>Not-for-profit organization</b> (with active 501(c) status)?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Location of Program/Project:</b> (Check one)	<input checked="" type="checkbox"/> On Site <input type="checkbox"/> Off Site <input type="checkbox"/> Out of Lee's Summit
<b>Agency's Street Address:</b> (PO Box Not Acceptable without City's Consent)	218 SE Main St.	<b>Requested Amount:</b>	\$29,103.52
<b>City/State/Zip:</b>	Lee's Summit, MO 64080	<b>Specifically what will Coronavirus Relief Funds Pay For?</b>	See Attachment:
<b>Agency's EIN #:</b>	43-1386718	<i>Provide brief description of program/project/activity that requested funds will be used for</i>	The LSEDC looks forward to hosting in-person meetings, events and business opportunities with its investors, businesses, education eco-system and partners as soon as infection rates fall, until then, the organization will use funds to facilitate virtual, small group or hybrid meetings, events and business opportunities.
<b>Please list all funding opportunities your agency has applied for and/or been awarded in the last 12 months. You must list the awarded amount(s) or the amount(s) you applied for if the funds have not yet been received, along with a description of what the funds were requested/received for.</b>  (Please attach separate page if needed)	See Attachment:  The LSEDC is a 501c(4), which eliminates the organization from many funding sources; including other emergency response funds directed towards COVID-19. Funds that have been secured are:  1) September 2020 - Hometown Everygy Grant - \$15,000.00 - Hire a consultant to facilitate	<b>Estimate the Percentage of funds that will be used to assist Lee's Summit citizens and/or businesses within City limits</b>	95% - some private investors do business in the KC Region.
<b>Agency Contact:</b>	Stephani Bordner	<b>Will your request benefit Lee's Summit residents?</b>	<input type="checkbox"/> Yes, only Lee's Summit residents <input checked="" type="checkbox"/> Yes, but it will also benefit those outside of Lee's Summit <input type="checkbox"/> No, it will only benefit non-residents
<b>E-Mail/Telephone/Fax:</b>	E-Mail: sbordner@leessummit.org  T: 816-525-6617  F: na	<b>Estimate the number of Lee's Summit residents and/or businesses that will benefit from your service or activity.</b>	# residents = 100%  # businesses = 100%



## PROJECT DESCRIPTION, NEED & GOALS

<p><b>Brief Description of the Program/Project, its relation to COVID-19, your need, and the impact it will have on the community, such as the ability to reach a broad group of citizens.</b></p>	<p>See Attachment:</p> <p>The Coronavirus Relief Funds will offset lost event revenue the LSEDC has and will incur during the current pandemic, due to any federal, state, county or city safety guidelines dictating social distancing protocols and business shutdowns. The Jackson County, MO county safety guidelines did, and still do, prevent us from hosting numerous events in-person, therefore losing out on the relied upon revenue from these events.</p> <p>When Jackson County, MO issued its first stay-at-home order on March 16, 2020, it specifically prohibited group events of 10 or more people. Out of safety concerns for the LSEDC investors and staff, and in order to comply with the stay-at-home mandate, all in-person events were cancelled until further notice. The LSEDC is still not hosting in-person events and will loss \$29,103.52 in event net revenue before the end of 2020.</p> <p>When the stay-at-home order was adopted by Jackson County, the LSEDC quickly responded by requiring staff to socially distance from one another by moving to a hybrid office schedule and digital Zoom platform for business needs including internal staff meetings , executive committee meetings and board of director meetings. The LSEDC attempted to host a few of its traditional events (Hump Day Happy Hour) and a few new events in an attempt to address</p>
<p><b>Describe the direct correlation between the planned use of these funds; and how it responds to and prevents COVID-19.</b></p>	<p>See Attachment:</p> <p>The LSEDC has made safety and coronavirus prevention a priority by cancelling or postponing in-person meetings and events until further notice. While this was a tough decision and negatively impactful on the net profits of the organization, it's been the right thing to do during the COVID-19 pandemic.</p> <p>In September 2020 the organization conducted a member survey including this specific question; Based on current local regulations regarding gatherings during COVID-19, are you ready to attend in-person meetings or events? The answers for the investor base who participated are: Yes to small meetings, but not ready for social events 17%</p>

## SECTION II --- Program Budget

The CARES Act requires that the payments from the Coronavirus Relief Fund only be used to cover expenses that:

- (1) Are necessary expenditures incurred responding to or mitigating against the impact of to COVID-19;
- (2) Were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act); and
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Please **ATTACH A BUDGET** that (i) details the expenses for your project or activity, (ii) the amount of such expense, and (iii) how the expenses responds to or mitigates against the effect of COVID-19.

If you have questions of whether your expense is eligible review the Coronavirus Relief Fund FAQs and the Treasury's Coronavirus Relief Fund Guidance, or contact Sarah Tilbury at sarah.tilbury@cityofls.net.

A sample budget can be found at <https://cityofls.net/coronavirus/covid-19-relief-fund>.



## **SECTION III --- Agency Capacity Assessment & Project Readiness**

<p>Briefly describe the agency's mission statement/history, experience and capacity in receiving and expending Coronavirus Relief Funds (if applicable)</p>	<p>See Attachment:</p> <p>The LSEDC's vision is: To promote and enhance the City of Lee's Summit as a model community for economic innovation and growth fueled by a pro-business environment, diverse economic base and a commitment to strong relationships and work ethic. The primary mission of the LSEDC is to improve the quality of life for our citizens by creating new jobs and capital investments. New jobs and capital investment in our community are made possible by business attraction, development and redevelopment, workforce development, business retention and expansion efforts and image enhancement.</p>
<p>Minimum amount of Coronavirus Relief Funds needed to operate and why?</p> <p>(Please indicate a minimum required before the application would be withdrawn)</p>	<p>\$29,103.52</p>
<p>Please indicate your realistic expectations for expending the funds as requested, if granted:</p>	<p> <input type="checkbox"/> Within 1 week  <input type="checkbox"/> Within 2 weeks  <input type="checkbox"/> Within 1 month  <input checked="" type="checkbox"/> By November 30, 2020         </p> <p><b>**If funds cannot be fully expended and/or requested for reimbursement by November 30, 2020, the project will be deemed ineligible.</b></p>
<p>Briefly describe the staffing structure of the organization and/or include an organizational chart:</p>	<p>Private and Public paying Investors          Board of Directors          Executive Committee          President and CEO          Director of Business Development          Operations Manager          Marketing and Communications Coordinator</p>





## SECTION IV --- Certifications

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By signing below, Applicant expressly warrants and attests to the following:

1. The individual signing this application has all necessary authority on behalf of Applicant to request payment from the City from the allocation of funds to the City from the Coronavirus Relief Fund as created in the CARES Act.
2. Recipient understands and agrees that the City will rely on the budget in Section IV (the "Budget") and this Application as material representations in awarding and making a payment of Funds to Applicant. Applicant affirms that the information set forth in the Budget is true, complete, and accurate and affirms the statements made in the Budget as of the date of this Application.
3. Applicant expressly represents and warrants that it is eligible to receive the Funds in accordance with state and federal law and that the Funds will be used exclusively for lawful expenditures pursuant to the CARES Act and specifically as described in the Budget.
4. Applicant represents, warrants, and agrees that the proposed uses of the Funds provided as a payment shall be used only to cover those costs that: (i) are necessary expenditures incurred due to the Coronavirus Disease 2019 (COVID-19); (ii) were not accounted for in its budget most recently approved as of March 27, 2020; and (iii) were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.
5. Applicant acknowledges, understands, and agrees that Funds provided as payment from the City to Applicant pursuant to this Agreement must adhere to official federal guidance issued or to be issued on what constitutes a necessary expenditure. Any funds expended by Applicant in any manner that does not adhere to official federal guidance shall be returned to the City.
6. If Applicant is a local government entity, public entity, or political subdivision of the state, Applicant shall not use any funds provided pursuant to this Application as a revenue replacement for lower than expected tax or other revenue collections.
7. Funds received pursuant to this Application shall not be used for expenditures for which Applicant has received any other emergency COVID-19 supplemental funding (whether state, federal or private in nature) for that same cost or expense, including other CARES Act funds.
8. Applicant may not use funds received pursuant to this Application to make a grant to any other local government, public entity, political subdivision, non-profit corporation, corporation, limited liability company, or other business entity, or individual unless the specific use of funds was expressly described in the Budget, and such grant is used solely for necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19), that were not accounted for in the budget most recently approved as of March 27, 2020, and that were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020. In such event, Applicant is responsible for all documentation requirements.
9. Applicant certifies by submitted this Application that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from entering into an agreement by any federal or state department or agency. The term "principal" for purposes of this Application is defined as an officer, director, owner, partner, key employee or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of Applicant.

10. Applicant understands that it must promptly repay all funds paid to it under an agreement should it be finally determined either that it was ineligible to receive the Funds, improperly spent Funds or it made any material misrepresentation on its Application.
11. Applicant certifies that the Funds shall not be used for any unlawful purpose, including but not limited to: (i) as a revenue replacement for lower than expected tax or other revenue collection; (ii) for expenditures for which Applicant is already receiving other emergency COVID-19 supplemental funding (whether state, federal or private in nature) for the same expense; or (iii) to engage in any other activity that is illegal under federal, state or local law.
12. Applicant understands and agrees that the City is under no obligation to distribute any additional funds other than as provided in an agreement, even if Applicant believes circumstances have changed and Applicant requests additional funds.
13. Applicant warrants that it has no current, pending or outstanding criminal, civil, or enforcement actions initiated by any federal, state, or local government, that would affect the proper and agreed upon use of the Funds.

If awarded funds, these warranties and attestations shall be incorporated into the Funding Agreement and a violation of any such warranties or attestations shall be a material breach of the Funding Agreement and cause for loss of funds.

Stephani Bordner

Signature – Person Completing the Application

Operations Manager

Title

9/30/20

Date

Rick McDowell

Signature – President/CEO of the Agency

President & CEO

Title

9/30/20

Date







RE: Application for Lee's Summit Funds from Coronavirus Relief Fund through Jackson County

Please list all funding opportunities your agency has applied for and/or been awarded in the last 12 months. You must list the awarded amount(s) or the amount(s) you applied for if the funds have not yet been received, along with a description of what the funds were requested/received for.

The LSEDC is a 501c (4), which eliminates the organization from many funding sources; including other emergency response funds directed towards COVID-19. Funds that have been secured are:

- 1) *September 2020 - Hometown Everygy Grant - \$15,000.00*
  - *Hire a consultant to facilitate the organization's 3-5 year Strategic Plan in collaboration with the City of Lee's Summit who recently conducted their own Community Strategic Plan.*  
*\$10,000.00*
  - *Define and Plan for a diversified economic base.*
  - *Expand and use data analysis to identify diversification opportunities including:*
  - *Establish the community's economic profile and/or conduct a market demand study to identify targeted business and industry.*  
*\$2,500.00*
  - *Focus recruitment and retention efforts to - Target small and medium employers for "scale-up" opportunities.*  
*\$2,500.00*
- 2) *September 2020 - LS Coronavirus Relief Fund - \$18,500.63*
  - *PPE Supplies/Misc.*  
*\$11,736.33*
  - *Technology Upgrades*  
*\$6,764.30*

Specifically what will Coronavirus Relief Funds Pay For?

*The LSEDC looks forward to hosting in-person meetings, events and business opportunities with its investors, businesses, education eco-system and partners as soon as infection rates fall, until then, the organization will use funds to facilitate virtual, small group or hybrid meetings, events and business opportunities.*

Brief Description of the Program/Project, its relation to COVID-19, your need, and the impact it will have on the community, such as the ability to reach a broad group of citizens.

*The Coronavirus Relief Funds will offset lost event revenue the LSEDC has and will incur during the current pandemic, due to federal, state, county or city safety guidelines dictating social distancing protocols and business shutdowns. The Jackson County, MO county safety guidelines did, and still do, prevent us from hosting events in-person, therefore losing out on the relied upon revenue from these events.*

*When Jackson County, MO issued its first stay-at-home order on March 16, 2020, it specifically prohibited group events of 10 or more people. Out of safety concerns for the LSEDC investors and staff, and in order to comply with the stay-at-home mandate, all in-person events were cancelled until further notice. The LSEDC is still not hosting in-person events and will lose \$29,103.52 in event net revenue before the end of 2020.*

*When the stay-at-home order was adopted by Jackson County, the LSEDC quickly responded by requiring staff to socially distance from one another by moving to a hybrid office schedule and digital Zoom platform for business needs including internal staff meetings, executive committee meetings and board of director meetings. The LSEDC attempted to host a few of its traditional events (Hump Day Happy Hour) and a few new events in an attempt to address COVID-19 related issues. Overall LSEDC participation for the Zoom events have been met with limited engagement from investors and only secured [REDACTED] in net revenue over 4 events.*

**Describe the direct correlation between the planned use of these funds; and how it responds to and prevents COVID-19.**

*The LSEDC has made safety and coronavirus prevention a priority by cancelling or postponing in-person meetings and events until further notice. While this was a tough decision and negatively impactful on the net profits of the organization, it's been the right thing to do during the COVID-19 pandemic.*

*In September 2020 the organization conducted a member survey including this specific question;*

*Based on current local regulations regarding gatherings during COVID-19, are you ready to attend in-person meetings or events?*

*47 Investors responded with the following data:*

- Yes to small meetings, but not ready for social events. 17%*
- Yes to any event, but only with a significantly reduced number of attendees. 21.3%*
- Yes, bring it on. 38.3%*
- No, I'll stick with virtual meetings and events. 19.1%*
- Undecided 4.3%*

*The LSEDC prides itself on meeting the wants and needs of its investors, businesses and partners, but not at the cost of public health and safety. Even with the investor survey in-hand and nearly 77% of the investors indicating they're ready to meet in-person, one way or another,*

*the organization has decided to stick with the safest prevention method regarding COVID-19 and continue with virtual or hybrid meetings and/or events until further notice.*

**Briefly describe the agency's mission statement/history, experience and capacity in receiving and expending Coronavirus Relief Funds.**

*The LSEDC's vision is: To promote and enhance the City of Lee's Summit as a model community for economic innovation and growth fueled by a pro-business environment, diverse economic base and a commitment to strong relationships and work ethic. The primary mission of the LSEDC is to improve the quality of life for our citizens by creating new jobs and capital investments. New jobs and capital investment in our community are made possible by business attraction, development and redevelopment, workforce development, business retention and expansion efforts and image enhancement, all of which the LSEDC is a leader of.*

*The funds received from the Coronavirus Relief Funds, like all other grants previously awarded to the LSEDC, will be expended in a timely fashion and under the guidelines outlined in this application.*



**LEE'S SUMMIT**  
MISSOURI

## Application for Lee's Summit Funds from Coronavirus Relief Fund through Jackson County

Applicants must verify that no other state/federal funding is available to meet these needs in order to avoid duplication. Costs incurred between March 1, 2020 - November 30, 2020 are eligible for reimbursement.

### SECTION I --- Summary

The purpose of the Coronavirus Relief Fund is to provide ready funding to address unforeseen financial needs and risks created by the Coronavirus Disease 2019 (COVID-19) public health emergency. Any funds that are granted through this application process cannot be used to supplant expenses already budgeted due to COVID-19. These funds cannot be used to pay for COVID-19 related expenses already paid for by other federal or state funding. To determine awards, these applications will be reviewed for eligibility, accuracy, and completeness within the scoring criteria set forth in this application.

<b>Applicant Agency Name:</b>		<b>Program/Project Title:</b>	
<b>Not-for-profit organization</b> <i>(with active 501(c) status)?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Location of Program/Project:</b> <i>(Check one)</i>	On Site Off Site Out of Lee's Summit
<b>Agency's Street Address:</b> <i>(PO Box Not Acceptable without City's Consent)</i>		<b>Requested Amount:</b>	
<b>City/State/Zip:</b>		<b>Specifically what will Coronavirus Relief Funds Pay For?</b>  <i>Provide brief description of program/project/activity that requested funds will be used for</i>	
<b>Agency's EIN #:</b>		<b>Estimate the Percentage of funds that will be used to assist Lee's Summit citizens and/or businesses within City limits</b>	
<b>Please list <u>all</u> funding opportunities your agency has applied for and/or been awarded in the last 12 months. You must list the awarded amount(s) or the amount(s) you applied for if the funds have not yet been received, along with a description of what the funds were requested/received for.</b>  <i>(Please attach separate page if needed)</i>		<b>Will your request benefit Lee's Summit residents?</b>	Yes, only Lee's Summit residents Yes, but it will also benefit those outside of Lee's Summit No, it will only benefit non-residents
<b>Agency Contact:</b>		<b>Estimate the number of Lee's Summit residents and/or businesses that will benefit from your service or activity.</b>	# residents =  # businesses =
<b>E-Mail/Telephone/Fax:</b>	E-Mail:  T:  F:		

**Development Services**

220 SE Green Street | Lee's Summit, MO 64063 | P: 816.969.1200 | F: 816.969.1221 | cityofLS.net



## PROJECT DESCRIPTION, NEED & GOALS

Brief Description of the Program/Project, its relation to COVID-19, your need, and the impact it will have on the community, such as the ability to reach a broad group of citizens.

Describe the direct correlation between the planned use of these funds; and how it responds to and prevents COVID-19.

## SECTION II --- Program Budget

The CARES Act requires that the payments from the Coronavirus Relief Fund only be used to cover expenses that:

- (1) Are necessary expenditures incurred responding to or mitigating against the impact of to COVID-19;
- (2) Were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act); and
- (3) Were incurred after March 1, 2020 and ends on December 30, 2020.

To allow the City to meet its reporting requirements, awarded entities will only be reimbursed for costs incurred between March 1, 2020 and November 30, 2020. The City of Lee's Summit has the right to inspect documentation and/or actual operations for which funding is being requested and/or utilized.

Please **ATTACH A BUDGET** that (i) details the expenses for your project or activity, (ii) the amount of such expense, and (iii) how the expenses responds to or mitigates against the effect of COVID-19.

If you have questions of whether your expense is eligible review the Coronavirus Relief Fund FAQs and the Treasury's Coronavirus Relief Fund Guidance, or contact Sarah Tilbury at [sarah.tilbury@cityofls.net](mailto:sarah.tilbury@cityofls.net).

A sample budget can be found at <https://cityofls.net/coronavirus/covid-19-relief-fund>.



### **SECTION III --- Agency Capacity Assessment & Project Readiness**

Briefly describe the agency's mission statement/history, experience and capacity in receiving and expending Coronavirus Relief Funds (if applicable)	
Minimum amount of Coronavirus Relief Funds needed to operate and why?  (Please indicate a minimum required before the application would be withdrawn)	
Please indicate your realistic expectations for expending the funds as requested, if granted:	Within 1 week Within 2 weeks Within 1 month By November 30, 2020  **If funds cannot be fully expended and/or requested for reimbursement by November 30, 2020, the project will be deemed ineligible.
Briefly describe the staffing structure of the organization and/or include an organizational chart:	



## **SECTION IV --- Certifications**

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By signing below, Applicant expressly warrants and attests to the following:

1. The individual signing this application has all necessary authority on behalf of Applicant to request payment from the City from the allocation of funds to the City from the Coronavirus Relief Fund as created in the CARES Act.
2. Recipient understands and agrees that the City will rely on the budget in Section IV (the "Budget") and this Application as material representations in awarding and making a payment of Funds to Applicant. Applicant affirms that the information set forth in the Budget is true, complete, and accurate and affirms the statements made in the Budget as of the date of this Application.
3. Applicant expressly represents and warrants that it is eligible to receive the Funds in accordance with state and federal law and that the Funds will be used exclusively for lawful expenditures pursuant to the CARES Act and specifically as described in the Budget.
4. Applicant represents, warrants, and agrees that the proposed uses of the Funds provided as a payment shall be used only to cover those costs that: (i) are necessary expenditures incurred due to the Coronavirus Disease 2019 (COVID-19); (ii) were not accounted for in its budget most recently approved as of March 27, 2020; and (iii) were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.
5. Applicant acknowledges, understands, and agrees that Funds provided as payment from the City to Applicant pursuant to this Agreement must adhere to official federal guidance issued or to be issued on what constitutes a necessary expenditure. Any funds expended by Applicant in any manner that does not adhere to official federal guidance shall be returned to the City.
6. If Applicant is a local government entity, public entity, or political subdivision of the state, Applicant shall not use any funds provided pursuant to this Application as a revenue replacement for lower than expected tax or other revenue collections.
7. Funds received pursuant to this Application shall not be used for expenditures for which Applicant has received any other emergency COVID-19 supplemental funding (whether state, federal or private in nature) for that same cost or expense, including other CARES Act funds.
8. Applicant may not use funds received pursuant to this Application to make a grant to any other local government, public entity, political subdivision, non-profit corporation, corporation, limited liability company, or other business entity, or individual unless the specific use of funds was expressly described in the Budget, and such grant is used solely for necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19), that were not accounted for in the budget most recently approved as of March 27, 2020, and that were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020. In such event, Applicant is responsible for all documentation requirements.
9. Applicant certifies by submitted this Application that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from entering into an agreement by any federal or state department or agency. The term "principal" for purposes of this Application is defined as an officer, director, owner, partner, key employee or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of Applicant.

10. Applicant understands that it must promptly repay all funds paid to it under an agreement should it be finally determined either that it was ineligible to receive the Funds, improperly spent Funds or it made any material misrepresentation on its Application.
11. Applicant certifies that the Funds shall not be used for any unlawful purpose, including but not limited to: (i) as a revenue replacement for lower than expected tax or other revenue collection; (ii) for expenditures for which Applicant is already receiving other emergency COVID-19 supplemental funding (whether state, federal or private in nature) for the same expense; or (iii) to engage in any other activity that is illegal under federal, state or local law.
12. Applicant understands and agrees that the City is under no obligation to distribute any additional funds other than as provided in an agreement, even if Applicant believes circumstances have changed and Applicant requests additional funds.
13. Applicant warrants that it has no current, pending or outstanding criminal, civil, or enforcement actions initiated by any federal, state, or local government, that would affect the proper and agreed upon use of the Funds.

If awarded funds, these warranties and attestations shall be incorporated into the Funding Agreement and a violation of any such warranties or attestations shall be a material breach of the Funding Agreement and cause for loss of funds.

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Signature – Person Completing the Application

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Title

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Date

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Signature – President/CEO of the Agency

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Title

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Date



**CARES ACT:**  
**City of Lee's Summit Appropriation to**  
**Historical Society of Lee's Summit Budget**  
**Application 2 – September 30, 2020**

Expense Category/Description	Amount	Connection to COVID-19
<b>Cost of Business Interruption</b>		
Cost of interruption to entry fees to museum April - August	\$750.00	Closure due to Ja. Co. Health Dept. order and COVID exposure/quarantine
Cost of interruption to fundraising - spring and summer fundraising events	\$5,485.00	Ban/limits on large group gatherings by Ja. Co. Health Dept. order
Total	\$6,235.00	

**Notes on Budget**

1. Entry fees were budgeted for 30 per month at \$5.00 each.
2. The fundraising amount is the sum of the average net income from the two main events over the past three years. Averages are based on 2017, 2018 and 2019 events. Applicable pages from the Society's annual financial report are attached.

Trivia contest average net income:  $\$(1447+1149+3030)/3 = \$1875$

Special event average net income:  $\$(5404+1712+3715)/3 = \$3610$



LEE'S SUMMIT  
MISSOURI

## Application for Lee's Summit Funds from Coronavirus Relief Fund through Jackson County

Applicants must verify that no other state/federal funding is available to meet these needs in order to avoid duplication. Costs incurred between March 1, 2020 - November 30, 2020 are eligible for reimbursement.

### SECTION I --- Summary

The purpose of the Coronavirus Relief Fund is to provide ready funding to address unforeseen financial needs and risks created by the Coronavirus Disease 2019 (COVID-19) public health emergency. Any funds that are granted through this application process cannot be used to supplant expenses already budgeted due to COVID-19. These funds cannot be used to pay for COVID-19 related expenses already paid for by other federal or state funding. To determine awards, these applications will be reviewed for eligibility, accuracy, and completeness within the scoring criteria set forth in this application.

<b>Applicant Agency Name:</b>		<b>Program/Project Title:</b>	
<b>Not-for-profit organization</b> <i>(with active 501(c) status)?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Location of Program/Project:</b> <i>(Check one)</i>	On Site Off Site Out of Lee's Summit
<b>Agency's Street Address:</b> <i>(PO Box Not Acceptable without City's Consent)</i>		<b>Requested Amount:</b>	
<b>City/State/Zip:</b>		<b>Specifically what will Coronavirus Relief Funds Pay For?</b>	
<b>Agency's EIN #:</b>		<i>Provide brief description of program/project/activity that requested funds will be used for</i>	
<b>Please list <u>all</u> funding opportunities your agency has applied for and/or been awarded in the last 12 months. You must list the awarded amount(s) or the amount(s) you applied for if the funds have not yet been received, along with a description of what the funds were requested/received for.</b>		<b>Estimate the Percentage of funds that will be used to assist Lee's Summit citizens and/or businesses within City limits</b>	
<i>(Please attach separate page if needed)</i>		<b>Will your request benefit Lee's Summit residents?</b>	Yes, only Lee's Summit residents Yes, but it will also benefit those outside of Lee's Summit No, it will only benefit non-residents
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#### Development Services

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## PROJECT DESCRIPTION, NEED & GOALS

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A sample budget can be found at <https://cityofls.net/coronavirus/covid-19-relief-fund>.



## **SECTION III --- Agency Capacity Assessment & Project Readiness**

<p>Briefly describe the agency's mission statement/history, experience and capacity in receiving and expending Coronavirus Relief Funds (if applicable)</p>	
<p>Minimum amount of Coronavirus Relief Funds needed to operate and why?</p> <p>(Please indicate a minimum required before the application would be withdrawn)</p>	
<p>Please indicate your realistic expectations for expending the funds as requested, if granted:</p>	<p>Within 1 week</p> <p>Within 2 weeks</p> <p>Within 1 month</p> <p>By November 30, 2020</p> <p><b>**If funds cannot be fully expended and/or requested for reimbursement by November 30, 2020, the project will be deemed ineligible.</b></p>
<p>Briefly describe the staffing structure of the organization and/or include an organizational chart:</p>	

## **SECTION IV --- Certifications**

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If awarded funds, these warranties and attestations shall be incorporated into the Funding Agreement and a violation of any such warranties or attestations shall be a material breach of the Funding Agreement and cause for loss of funds.

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Signature – Person Completing the Application

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Title

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Date

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Signature – President/CEO of the Agency

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Title

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Date





## **City of Lee's Summit Coronavirus Relief Fund Application Questions – Lee's Summit Symphony Orchestra**

**Specifically, what will Coronavirus Relief Funds Pay For? Provide brief description of program/project/activity that requested funds will be used for.**

Relief funds will help reimburse the Lee's Summit Symphony (LSSO) for the business interruption cost due to lost net concert revenue from COVID-19. Our grant focuses on the period of 7/1/20-11/30/20. During this time, we were unable to perform one concert. Using an average of the past three year's net concert revenue for this time period, we determined this year would have resulted in net concert revenue of [REDACTED]. Instead, we lost [REDACTED] resulting in [REDACTED] as the business interruption cost due to lost net concert revenue. We are currently borrowing from reserve funds that are normally held to cover upcoming expenses to get through these current months. Since we have received \$3,500 this year for grants, we are asking to be reimbursed for \$26,725.24 in costs so that we can recoup these funds so they are available to cover costs for the rest of our season into 2021. Most expenses have already been incurred. Of those expenses not yet incurred, they will be incurred by the first week of November and receipts of all expenses can be submitted through a log of our general ledger.

**Brief Description of the Program/Project, its relation to COVID-19, your need, and the impact it will have on the community, such as the ability to reach a broad group of citizens.**

Our proposal focuses on the business interruption cost due to lost net concert revenue as a result of COVID-19. In a typical year, the LSSO performs four concerts. These concerts fund the Symphony's operating budget. In 2020, the LSSO was unable to perform any of its four concerts due to COVID-19.

As our fiscal year runs 7/1 to 6/30, our books have already closed for the first half of 2020 (12/1/20 to 6/30/20). We have chosen to focus our request only on this fiscal year with the time period for our application ranging from 7/1/20 to 11/30/20. One of our canceled concerts fell within this time period. This concert would have occurred on October 10, 2020 during the county's Reopening Phase 2.5 which includes social distance requirements and limits large gatherings to 100 people. The LSSO determined its loss of funds would be too great to perform the concert and it made logical sense to cancel the concert. Net concert revenue for a 3-year average of 2017-2019 during this time period of 7/1 to 11/30 is [REDACTED]. In 2020, the net concert revenue during this period was [REDACTED] resulting in [REDACTED] as the business interruption cost due to lost net concert revenue from COVID-19. As mentioned above, we have received \$3,500 in grant funding in 2020, so this request is to reimburse costs of \$26,725.24.

The LSSO's inability to perform concerts due to COVID-19 continues to leave a lasting impact on our community in a variety of ways. Typically, revenue realized through our concerts help pay contracted labor, salaries, and vendor costs to LS citizens and businesses; provides funds for future concerts; and keeps ticket costs at an affordable rate for our patrons. Without concerts, our 70-person orchestra has lost its place to perform music which affects their emotional health and our 4,000 concert-goers have lost a place to hear and feel the power of symphonic music. Nearly all of these people are LS residents.

The impact affects our community partners as well. John Knox Village has lost revenue from our venue rental and concession sales. Additionally, LSSO concerts are some of the few chances JKV residents have to see live music. The LSSO provides 200 complimentary tickets to JKV for each our concerts to help increase the quality of life for their senior residents. Without our concerts, none of this is possible.

LSSO also partners with MCC-Longview College to offer students the opportunity to participate in the orchestra for college credit and provides free tickets to the LSR7 school district's music program so

students can experience symphony music. The Symphony gives back to our community by supporting our Chamber of Commerce, EDC, schools, and various service organizations. As stated by Rick McDowell, President and CEO of the Lee's Summit EDC, "Arts and culture help influence local and regional policies including economic development, rural development, tourism, diversity education and youth development. The Lee's Summit Symphony provides...a high-quality, affordable arts experience to all generations of local and regional attendees." By not performing concerts, we are unable provide any of these services to our community.

The potential impact on the LSSO of not covering our costs through grants such as this would result in lost jobs and vendor contracts for Lee's Summit residents, lost opportunities for our Lee's Summit resident musicians to perform, and most importantly in less musical performances for our community. We are uncertain as to what the future may hold but are indeed certain of the significance of preserving the LSSO, an important cultural and economic institution for our city.

**Describe the direct correlation between the planned use of these funds; and how it responds to and prevents COVID-19.**

We rely on the support of those who believe in our mission to help fund our efforts. Prior to COVID-19, we were experiencing record audiences, ticket revenue, and contributed revenue. Revenue from ticket sales, table sponsors, business sponsorships, ad sales, and grants are all contingent on the LSSO performing its 4-concert series. Without performances, we would not receive this money. Though individual donations are not part of this grant request, it is important to note that few individuals will give to a Symphony that is not performing concerts.

Each season, the second half of the calendar year brings in over 70% of total revenue for the season. These funds are used to cover LSSO's costs through the first half of the next calendar year. Since no concerts occurred during 2020, we are currently using reserve funds to cover costs incurred this year. Essentially, we are "borrowing" from funds that are normally held to cover upcoming expenses to get through these current months. Since we have received \$3,500 this year for grants, we are requesting to be reimbursed for \$26,725.24 in costs so that we can recoup these funds so they are available to cover costs for the rest of our season into 2021.

The sole reason we are not performing concerts is because of the large gathering limitations and social distance guidelines set by the county. By receiving the funds requested in this grant, we will be able to respond to the negative effects of COVID-19 by being able to reimburse our costs for this season in order to have the reserve funds necessary to continue the rest of our season into 2021. This will give us the time to weather the storm of COVID-19 and hopefully be able to begin performing concerts for our community again in the near future.

**Briefly describe the agency's mission statement/history, experience and capacity in receiving and expending Coronavirus Relief Funds (if applicable)**

For 18 years, the Lee's Summit Symphony has performed its mission to provide excellent musical experiences that enhance the quality of life for our community. Each season, over 200 musicians and volunteers share their talents, passion of music, and time by producing and performing live, symphonic concerts for thousands of patrons to enjoy at John Knox Pavilion in Lee's Summit. The Symphony has been recognized as a premier arts organization and integral part of the cultural arts in our region. In 2018, the LSSO was named one of the three top Not-For-Profit businesses in Lee's Summit by the Chamber and was recognized by the League of American Orchestras as a Gold Book Volunteer Organization. In 2018, the Symphony moved its concerts to John Knox Village, allowing for a larger space and enhanced concert

experience. The change in venue, along with exceptional programming, allowed LSSO to boast its biggest season to date with over 4,000 concertgoers at our four concerts. The 2019-20 season was proving to be another strong season with over 2,300 attendees at our fall and holiday concerts. Prior to the unfortunate canceling of half of our season, we were on track for another record-breaking year in attendance. We were fortunate to receive a PPP loan for \$12,500 and an EIDL grant of \$5,000 which was used to help cover expenses in the 2019-2020 season ending June 30, 2020. We also received an EIDL loan of \$25,000 to help with general operating expenses, though this loan must be repaid to the government. Our goal is to raise enough funds to cover our general operating expenses this season so as to not incur a loan that must be repaid; however, if we need the loan we will utilize the funds by the end of our 2020-21 season in June 2021.

**Minimum amount of Coronavirus Relief Funds needed to operate and why? (Please indicate a minimum required before the application would be withdrawn)**

Any amount of relief funds would be greatly appreciated and will help the LSSO weather the storm this season to remain an important cultural institution for our community. We are projecting at least a [REDACTED] or greater loss by the end of this 2020-2021 season. Our request to reimburse \$30,000 of costs would help us cover our costs this year so that we may use our existing reserve funds for their intended purpose which is to cover future costs for the second half of our season.

**Briefly describe the staffing structure of the organization and/or include an organizational chart:**

LSSO Executive Directors Bob and Candy White oversee financial management, ticketing, and production. Marketing efforts are overseen by Creative Director Kim Cook and sponsorship and donor relations are overseen by Development Director Amy Henderson. Our Board of Directors oversee the financial solvency of the organization and assist in an advisory and fundraising capacity. The Lee's Summit Symphony is comprised of 70 dedicated area musicians who provide high-quality symphonic performances at every concert. Each musician must audition for their position in the orchestra by performing a piece of music for our conductor and principal musicians. Our conductor, Russell E. Berlin, Jr., founded the LSSO in 2003. In 2017, Kirt Mosier joined the LSSO as our associate conductor. Together, Mr. Berlin and Mr. Mosier lead our orchestra and determine concert programming for the season. Our concert master, John Rutland, helps the conductors provide artistic excellence from our semi-professional orchestra.

Category/Description	Amount	Connection to COVID-19
Compliance with Public Health Orders		
Business interruption costs due to canceling of concert to promote social distancing	30,225.24	Closed due to County Reopening Phase 2.5 limiting large gatherings to 100 or less people and promoting social distancing
Less Grants received in 2020	(3,500.00)	See grants spreadsheet
Allocated Funding Requested From City	<b>26,725.24</b>	

[illegible]

[REDACTED]	
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

Due to COVID-19, the LS Symphony performed no concerts in the year 2020. However, since our fiscal year runs 7/1-6/30, our request is only for 7/1/20 - 11/30/20. During this time, one concert was canceled due to COVID-19. Listed above is net concert revenue and total net revenue for 7/1-11/30 for the last 3 seasons as well as net concert revenue for this season.

Note: The total net revenue shown for each season is part of our reserve funds. As the majority of our season's revenue comes in during the last half of the calendar year, the intended purpose of our reserve funds is to cover future costs for the second half of our season. We are currently borrowing from these reserve funds to help cover costs for this period of time. We are asking to be reimbursed for \$26,725.24 in costs so that we can recoup these funds so they are available to cover costs for the rest of our season into 2021.

**2020 LEE'S SUMMIT SYMPHONY GRANTS SPREADSHEET**

Foundation	Grant Category	Purpose of Grant	Secured	Received	Notes
Truman Heartland Community Foundation	Community Grant	2020-21 Season	\$ 2,500	8/3/2020	This grant will help support costs in the 2021 year.
HMF Beaudoin Family Foundation		2020-21 Season	\$ 1,000	7/28/2020	This grant will help support costs in the 2021 year.
Missouri Arts Council		2020-21 Season	\$ 6,398	No	This grant will help support costs in the 2021 year.
Lee's Summit Arts Council		2020-21 Season	\$ 2,000	No	This grant will help support costs in the 2021 year.
Francis Family Foundation		2020-21 Season	Applied, awaiting decision	No	Applied for \$7,500. This grant will help support costs in the 2021 year.
ArtsKC	Catalyst Mission Grant	2020-21 Season	Applied, awaiting decision	No	Applied for \$3,000. This grant will help support costs in the 2021 year.



LEE'S SUMMIT  
MISSOURI

## Application for Lee's Summit Funds from Coronavirus Relief Fund through Jackson County

Applicants must verify that no other state/federal funding is available to meet these needs in order to avoid duplication. Costs incurred between March 1, 2020 - November 30, 2020 are eligible for reimbursement.

### SECTION I --- Summary

The purpose of the Coronavirus Relief Fund is to provide ready funding to address unforeseen financial needs and risks created by the Coronavirus Disease 2019 (COVID-19) public health emergency. Any funds that are granted through this application process cannot be used to supplant expenses already budgeted due to COVID-19. These funds cannot be used to pay for COVID-19 related expenses already paid for by other federal or state funding. To determine awards, these applications will be reviewed for eligibility, accuracy, and completeness within the scoring criteria set forth in this application.

Applicant Agency Name:		Program/Project Title:	
Not-for-profit organization (with active 501(c) status)?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Location of Program/Project: (Check one)	On Site Off Site Out of Lee's Summit
Agency's Street Address: (PO Box Not Acceptable without City's Consent)		Requested Amount:	
City/State/Zip:		Specifically what will Coronavirus Relief Funds Pay For?  Provide brief description of program/project/activity that requested funds will be used for	
Agency's EIN #:		Estimate the Percentage of funds that will be used to assist Lee's Summit citizens and/or businesses within City limits	
Please list <u>all</u> funding opportunities your agency has applied for and/or been awarded in the last 12 months. You must list the awarded amount(s) or the amount(s) you applied for if the funds have not yet been received, along with a description of what the funds were requested/received for.  (Please attach separate page if needed)		Will your request benefit Lee's Summit residents?	Yes, only Lee's Summit residents Yes, but it will also benefit those outside of Lee's Summit No, it will only benefit non-residents
Agency Contact:		Estimate the number of Lee's Summit residents and/or businesses that will benefit from your service or activity.	# residents =  # businesses =
E-Mail/Telephone/Fax:	E-Mail:  T:  F:		

#### Development Services

220 SE Green Street | Lee's Summit, MO 64063 | P: 816.969.1200 | F: 816.969.1221 | cityofLS.net

## PROJECT DESCRIPTION, NEED & GOALS

Brief Description of the Program/Project, its relation to COVID-19, your need, and the impact it will have on the community, such as the ability to reach a broad group of citizens.

Describe the direct correlation between the planned use of these funds; and how it responds to and prevents COVID-19.

## SECTION II --- Program Budget

The CARES Act requires that the payments from the Coronavirus Relief Fund only be used to cover expenses that:

- (1) Are necessary expenditures incurred responding to or mitigating against the impact of to COVID-19;
- (2) Were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act); and
- (3) Were incurred after March 1, 2020 and ends on December 30, 2020.

To allow the City to meet its reporting requirements, awarded entities will only be reimbursed for costs incurred between March 1, 2020 and November 30, 2020. The City of Lee's Summit has the right to inspect documentation and/or actual operations for which funding is being requested and/or utilized.

Please **ATTACH A BUDGET** that (i) details the expenses for your project or activity, (ii) the amount of such expense, and (iii) how the expenses responds to or mitigates against the effect of COVID-19.

If you have questions of whether your expense is eligible review the Coronavirus Relief Fund FAQs and the Treasury's Coronavirus Relief Fund Guidance, or contact Sarah Tilbury at [sarah.tilbury@cityofls.net](mailto:sarah.tilbury@cityofls.net).

A sample budget can be found at <https://cityofls.net/coronavirus/covid-19-relief-fund>.



### **SECTION III --- Agency Capacity Assessment & Project Readiness**

<p>Briefly describe the agency's mission statement/history, experience and capacity in receiving and expending Coronavirus Relief Funds (if applicable)</p>	
<p>Minimum amount of Coronavirus Relief Funds needed to operate and why?</p> <p>(Please indicate a minimum required before the application would be withdrawn)</p>	
<p>Please indicate your realistic expectations for expending the funds as requested, if granted:</p>	<p>Within 1 week</p> <p>Within 2 weeks</p> <p>Within 1 month</p> <p>By November 30, 2020</p> <p><b>**If funds cannot be fully expended and/or requested for reimbursement by November 30, 2020, the project will be deemed ineligible.</b></p>
<p>Briefly describe the staffing structure of the organization and/or include an organizational chart:</p>	



## **SECTION IV --- Certifications**

---

By signing below, Applicant expressly warrants and attests to the following:

1. The individual signing this application has all necessary authority on behalf of Applicant to request payment from the City from the allocation of funds to the City from the Coronavirus Relief Fund as created in the CARES Act.
2. Recipient understands and agrees that the City will rely on the budget in Section IV (the "Budget") and this Application as material representations in awarding and making a payment of Funds to Applicant. Applicant affirms that the information set forth in the Budget is true, complete, and accurate and affirms the statements made in the Budget as of the date of this Application.
3. Applicant expressly represents and warrants that it is eligible to receive the Funds in accordance with state and federal law and that the Funds will be used exclusively for lawful expenditures pursuant to the CARES Act and specifically as described in the Budget.
4. Applicant represents, warrants, and agrees that the proposed uses of the Funds provided as a payment shall be used only to cover those costs that: (i) are necessary expenditures incurred due to the Coronavirus Disease 2019 (COVID-19); (ii) were not accounted for in its budget most recently approved as of March 27, 2020; and (iii) were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.
5. Applicant acknowledges, understands, and agrees that Funds provided as payment from the City to Applicant pursuant to this Agreement must adhere to official federal guidance issued or to be issued on what constitutes a necessary expenditure. Any funds expended by Applicant in any manner that does not adhere to official federal guidance shall be returned to the City.
6. If Applicant is a local government entity, public entity, or political subdivision of the state, Applicant shall not use any funds provided pursuant to this Application as a revenue replacement for lower than expected tax or other revenue collections.
7. Funds received pursuant to this Application shall not be used for expenditures for which Applicant has received any other emergency COVID-19 supplemental funding (whether state, federal or private in nature) for that same cost or expense, including other CARES Act funds.
8. Applicant may not use funds received pursuant to this Application to make a grant to any other local government, public entity, political subdivision, non-profit corporation, corporation, limited liability company, or other business entity, or individual unless the specific use of funds was expressly described in the Budget, and such grant is used solely for necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19), that were not accounted for in the budget most recently approved as of March 27, 2020, and that were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020. In such event, Applicant is responsible for all documentation requirements.
9. Applicant certifies by submitted this Application that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from entering into an agreement by any federal or state department or agency. The term "principal" for purposes of this Application is defined as an officer, director, owner, partner, key employee or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of Applicant.

10. Applicant understands that it must promptly repay all funds paid to it under an agreement should it be finally determined either that it was ineligible to receive the Funds, improperly spent Funds or it made any material misrepresentation on its Application.
11. Applicant certifies that the Funds shall not be used for any unlawful purpose, including but not limited to: (i) as a revenue replacement for lower than expected tax or other revenue collection; (ii) for expenditures for which Applicant is already receiving other emergency COVID-19 supplemental funding (whether state, federal or private in nature) for the same expense; or (iii) to engage in any other activity that is illegal under federal, state or local law.
12. Applicant understands and agrees that the City is under no obligation to distribute any additional funds other than as provided in an agreement, even if Applicant believes circumstances have changed and Applicant requests additional funds.
13. Applicant warrants that it has no current, pending or outstanding criminal, civil, or enforcement actions initiated by any federal, state, or local government, that would affect the proper and agreed upon use of the Funds.

If awarded funds, these warranties and attestations shall be incorporated into the Funding Agreement and a violation of any such warranties or attestations shall be a material breach of the Funding Agreement and cause for loss of funds.

*Tricia Bohle*

Signature – Person Completing the Application

Title

Date

*Jennifer Craig*

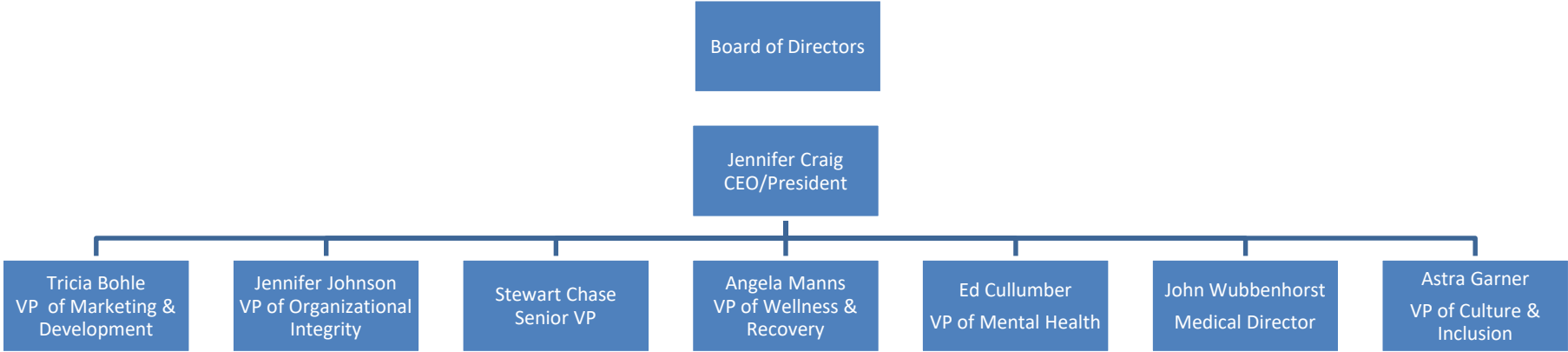
Signature – President/CEO of the Agency

Title

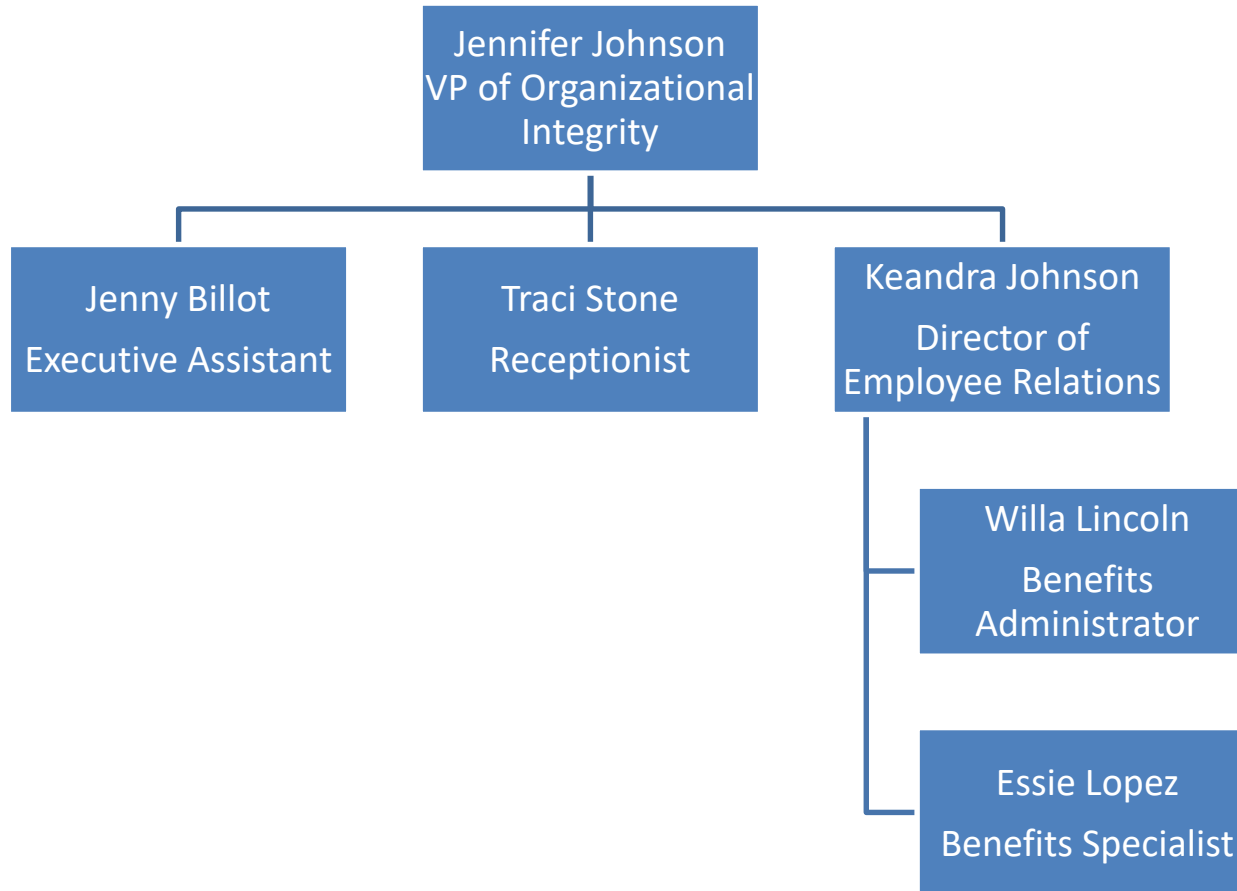
Date



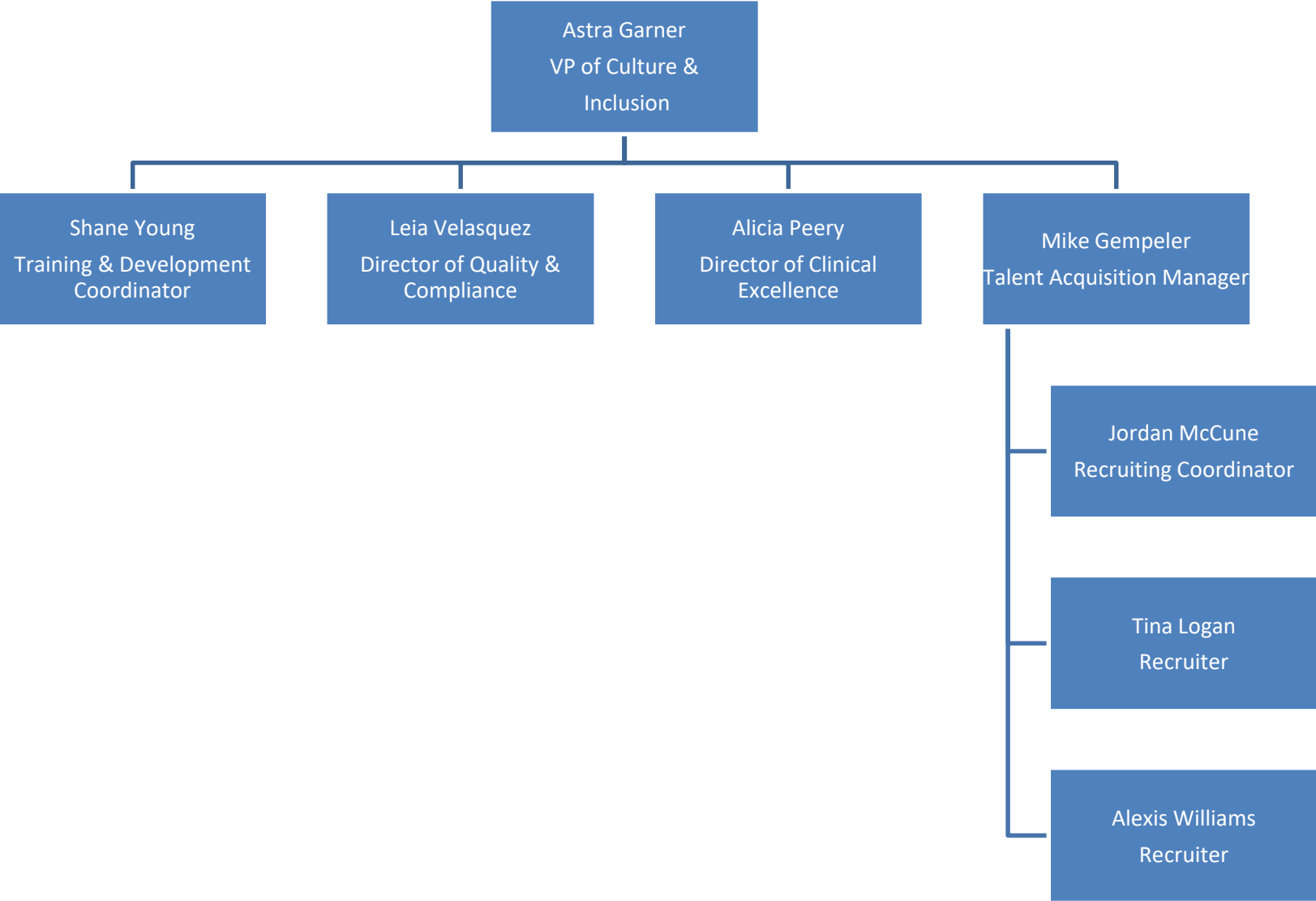
# Executive Team



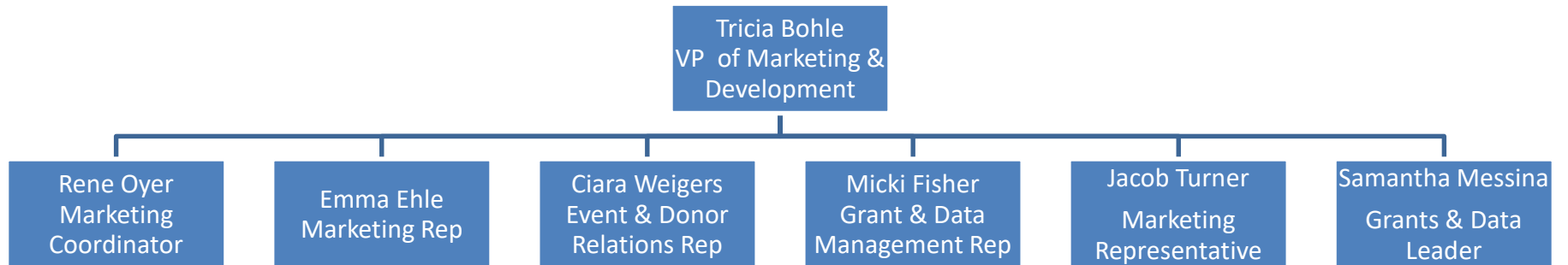
# Organizational Integrity/Employee Relations



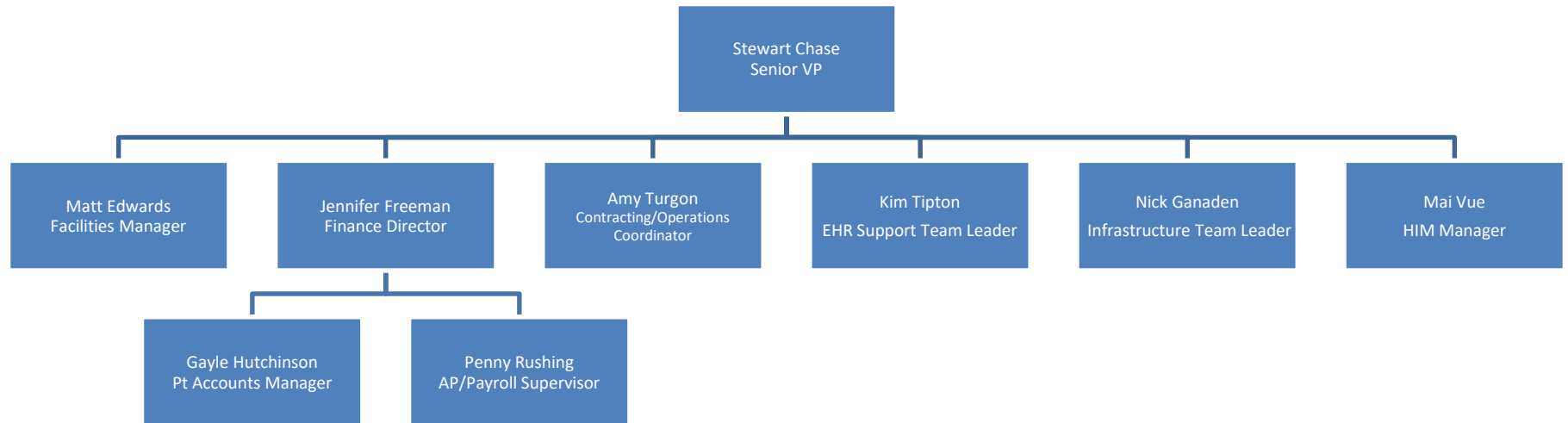
# Culture & Inclusion/Talent Acquisition



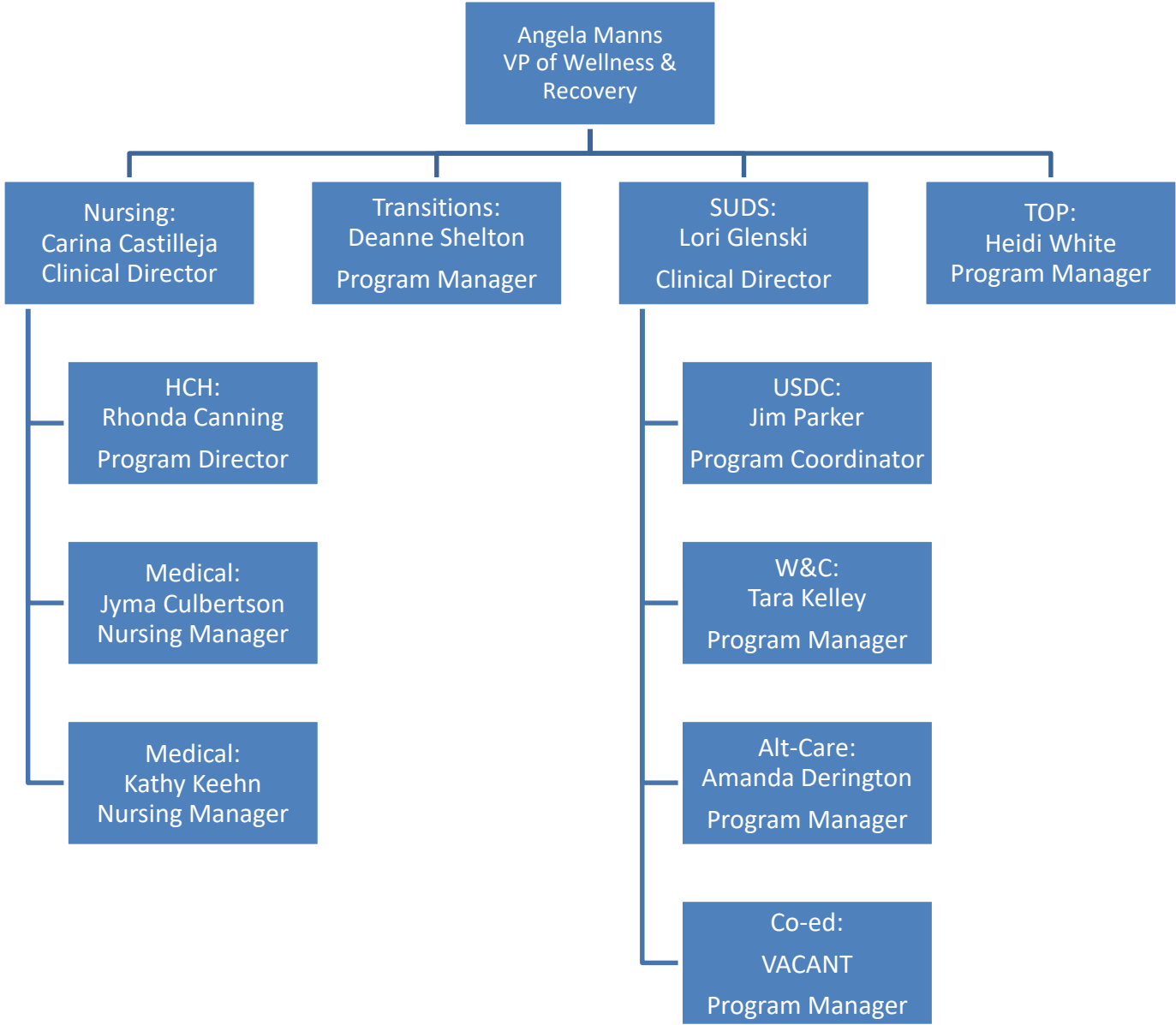
# Marketing



# Admin & Facilities

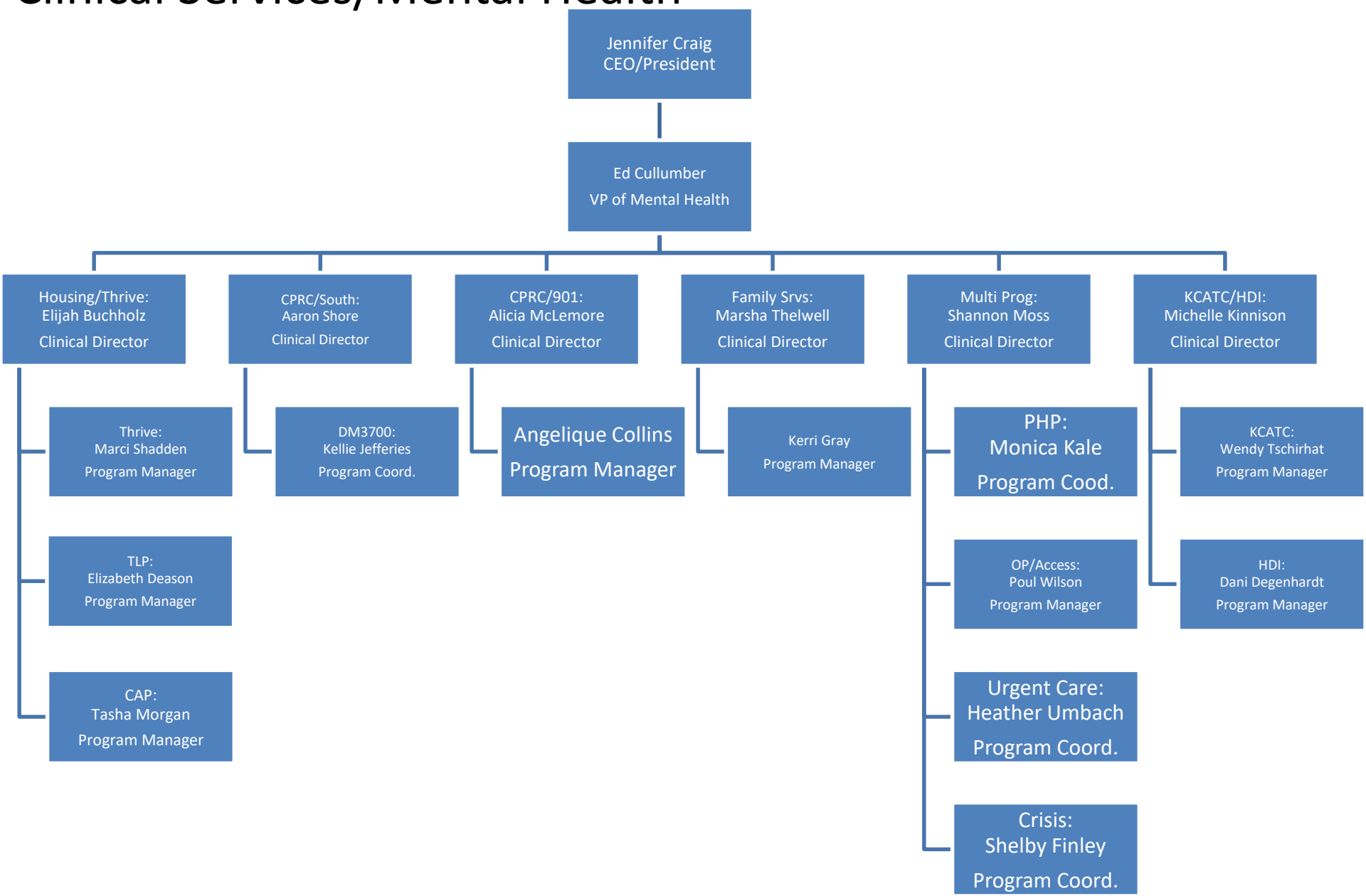


# Clinical Services/Wellness & Recovery





# Clinical Services/Mental Health



**City of Lee's Summit Appropriation to ReDiscover  
Budget**

<b>Allocated Funding from City</b>	<b>\$ 13,300</b>
------------------------------------	------------------

<b>Expense Category</b>	<b>Description</b>	<b>Amount</b>	<b>Connection to COVID-19</b>
<b>Compliance with Public Health Orders</b>		\$ -	
<b>PPE and Sanitizing Products</b>		\$ -	
<b>Disinfecting Materials/Services</b>		\$ -	
<b>Community Support Services</b>		\$ 13,300	
	iPad Tablets for case managers to use with clients \$350 x 38 case managers = \$13,300	\$13,300	Case managers need the tablets to take services to clients who cannot come to the office.

Funder	Description	2020 Awarded		
		Amt	2020 Pending	2021 Pending
Missouri Department of Mental Health	KCATC Flex Funding	\$ 840,000.00	\$ -	\$ -
Health Forward Foundation	Compass Primary Care	\$ 325,247.00	\$ -	\$ -
Missouri Department of Mental Health	Suicide Prevention	\$ 288,250.00	\$ -	\$ -
Missouri Department of Mental Health	Suicide Prevention	\$ 227,315.00	\$ -	\$ -
Children's Services Fund of Jackson County	Suicide Prevention	\$ 187,000.00	\$ -	\$ -
Missouri Department of Mental Health	SOR	\$ 125,000.00	\$ -	\$ -
Greater KC Comm Foundation	COVID	\$ 100,000.00	\$ -	\$ -
Missouri Department of Mental Health	CCP	\$ 93,943.50	\$ -	\$ -
REACH Healthcare Foundation	KCATC Care Coordinator	\$ 80,000.00	\$ -	\$ -
Health Forward Foundation	KCATC Evaluation	\$ 50,000.00	\$ -	\$ -
REACH Healthcare Foundation	QI Salary	\$ 50,000.00	\$ -	\$ -
REACH Healthcare Foundation	COVID	\$ 50,000.00	\$ -	\$ -
Health Forward Foundation	COVID	\$ 50,000.00	\$ -	\$ -
Children's Services Fund of Jackson County	Additional for COVID	\$ 46,750.00	\$ -	\$ -
Jackson County Community Mental Health Levy	CIT	\$ 41,500.00	\$ -	\$ -
Health Forward Foundation	Medicaid Specialist	\$ 40,000.00	\$ -	\$ -
Greater KC Comm Foundation	Zero Reasons Why	\$ 30,000.00	\$ -	\$ -
Department of Health and Human Services	COVID	\$ 26,795.99	\$ -	\$ -
Mader Foundation	Linwood Childcare	\$ 25,994.00	\$ -	\$ -
Oppenstein Brothers Foundation	You Are Enough	\$ 15,000.00	\$ -	\$ -
United Way of Greater Kansas City	Women & Children	\$ 12,849.36	\$ -	\$ -
Miller Nichols Foundation	CP Lab	\$ 10,272.00	\$ -	\$ -
Greater LS Healthcare Foundation	Health Care Home	\$ 10,000.00	\$ -	\$ -
First Hand Foundation	COVID	\$ 10,000.00	\$ -	\$ -
MO Children's Trauma Network	Children's Therapy Supplies	\$ 10,000.00	\$ -	\$ -
COMBAT	COVID Response	\$ 5,500.00	\$ -	\$ -
Community Development Block Grant	"School-Based" Case Manager	\$4,795.00	\$ -	\$ -
REACH Healthcare Foundation	One time grant	\$ 1,000.00	\$ -	\$ -
Jackson County Community Mental Health Levy	COVID Response	\$ -	\$ 2,600,000	\$ -
Oppenstein Brothers Foundation	PCIT Training	\$ -	\$ 6,500	\$ -
Lee's Summit Rotary Foundation	COVID	\$ -	\$ 5,000	\$ -
Olsson Foundation	Play Therapy Services	\$ -	\$ 2,500	\$ -
Missouri Department of Transportation	MO Elderly Transportation Assistance Program	\$ -	\$ -	\$ 255,217
Prime Health Foundation	KCATC Care Coordinator	\$ -	\$ -	\$ 50,000
Victor Speas Foundation	Urgent Care Clinic	\$ -	\$ -	\$ 25,000
Miller Nichols Foundation	Women & Children	\$ -	\$ -	\$ 20,000
		<u>\$ 2,757,211.85</u>	<u>\$ 2,614,000.00</u>	<u>\$ 350,217.00</u>



**LEE'S SUMMIT**  
MISSOURI

## Application for Lee's Summit Funds from Coronavirus Relief Fund through Jackson County

Applicants must verify that no other state/federal funding is available to meet these needs in order to avoid duplication. Costs incurred between March 1, 2020 - November 30, 2020 are eligible for reimbursement.

### SECTION I --- Summary

The purpose of the Coronavirus Relief Fund is to provide ready funding to address unforeseen financial needs and risks created by the Coronavirus Disease 2019 (COVID-19) public health emergency. Any funds that are granted through this application process cannot be used to supplant expenses already budgeted due to COVID-19. These funds cannot be used to pay for COVID-19 related expenses already paid for by other federal or state funding. To determine awards, these applications will be reviewed for eligibility, accuracy, and completeness within the scoring criteria set forth in this application.

<b>Applicant Agency Name:</b>		<b>Program/Project Title:</b>	
<b>Not-for-profit organization</b> <i>(with active 501(c) status)?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Location of Program/Project:</b> <i>(Check one)</i>	On Site Off Site Out of Lee's Summit
<b>Agency's Street Address:</b> <i>(PO Box Not Acceptable without City's Consent)</i>		<b>Requested Amount:</b>	
<b>City/State/Zip:</b>		<b>Specifically what will Coronavirus Relief Funds Pay For?</b>  <i>Provide brief description of program/project/activity that requested funds will be used for</i>	
<b>Agency's EIN #:</b>		<b>Estimate the Percentage of funds that will be used to assist Lee's Summit citizens and/or businesses within City limits</b>	
<b>Please list <u>all</u> funding opportunities your agency has applied for and/or been awarded in the last 12 months. You must list the awarded amount(s) or the amount(s) you applied for if the funds have not yet been received, along with a description of what the funds were requested/received for.</b>  <i>(Please attach separate page if needed)</i>		<b>Will your request benefit Lee's Summit residents?</b>	Yes, only Lee's Summit residents Yes, but it will also benefit those outside of Lee's Summit No, it will only benefit non-residents
<b>Agency Contact:</b>		<b>Estimate the number of Lee's Summit residents and/or businesses that will benefit from your service or activity.</b>	# residents =  # businesses =
<b>E-Mail/Telephone/Fax:</b>	E-Mail:  T:  F:		

**Development Services**

220 SE Green Street | Lee's Summit, MO 64063 | P: 816.969.1200 | F: 816.969.1221 | cityofLS.net

## PROJECT DESCRIPTION, NEED & GOALS

Brief Description of the Program/Project, its relation to COVID-19, your need, and the impact it will have on the community, such as the ability to reach a broad group of citizens.

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A sample budget can be found at <https://cityofls.net/coronavirus/covid-19-relief-fund>.



### **SECTION III --- Agency Capacity Assessment & Project Readiness**

Briefly describe the agency's mission statement/history, experience and capacity in receiving and expending Coronavirus Relief Funds (if applicable)	
Minimum amount of Coronavirus Relief Funds needed to operate and why?  (Please indicate a minimum required before the application would be withdrawn)	
Please indicate your realistic expectations for expending the funds as requested, if granted:	Within 1 week Within 2 weeks Within 1 month By November 30, 2020  **If funds cannot be fully expended and/or requested for reimbursement by November 30, 2020, the project will be deemed ineligible.
Briefly describe the staffing structure of the organization and/or include an organizational chart:	

## **SECTION IV --- Certifications**

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By signing below, Applicant expressly warrants and attests to the following:

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9. Applicant certifies by submitted this Application that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from entering into an agreement by any federal or state department or agency. The term "principal" for purposes of this Application is defined as an officer, director, owner, partner, key employee or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of Applicant.

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11. Applicant certifies that the Funds shall not be used for any unlawful purpose, including but not limited to: (i) as a revenue replacement for lower than expected tax or other revenue collection; (ii) for expenditures for which Applicant is already receiving other emergency COVID-19 supplemental funding (whether state, federal or private in nature) for the same expense; or (iii) to engage in any other activity that is illegal under federal, state or local law.
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If awarded funds, these warranties and attestations shall be incorporated into the Funding Agreement and a violation of any such warranties or attestations shall be a material breach of the Funding Agreement and cause for loss of funds.

*Jody J Fristoe*

Signature – Person Completing the Application

\_\_\_\_\_

Title

\_\_\_\_\_

Date

*Jody J Fristoe*

Signature – President/CEO of the Agency

\_\_\_\_\_

Title

\_\_\_\_\_

Date

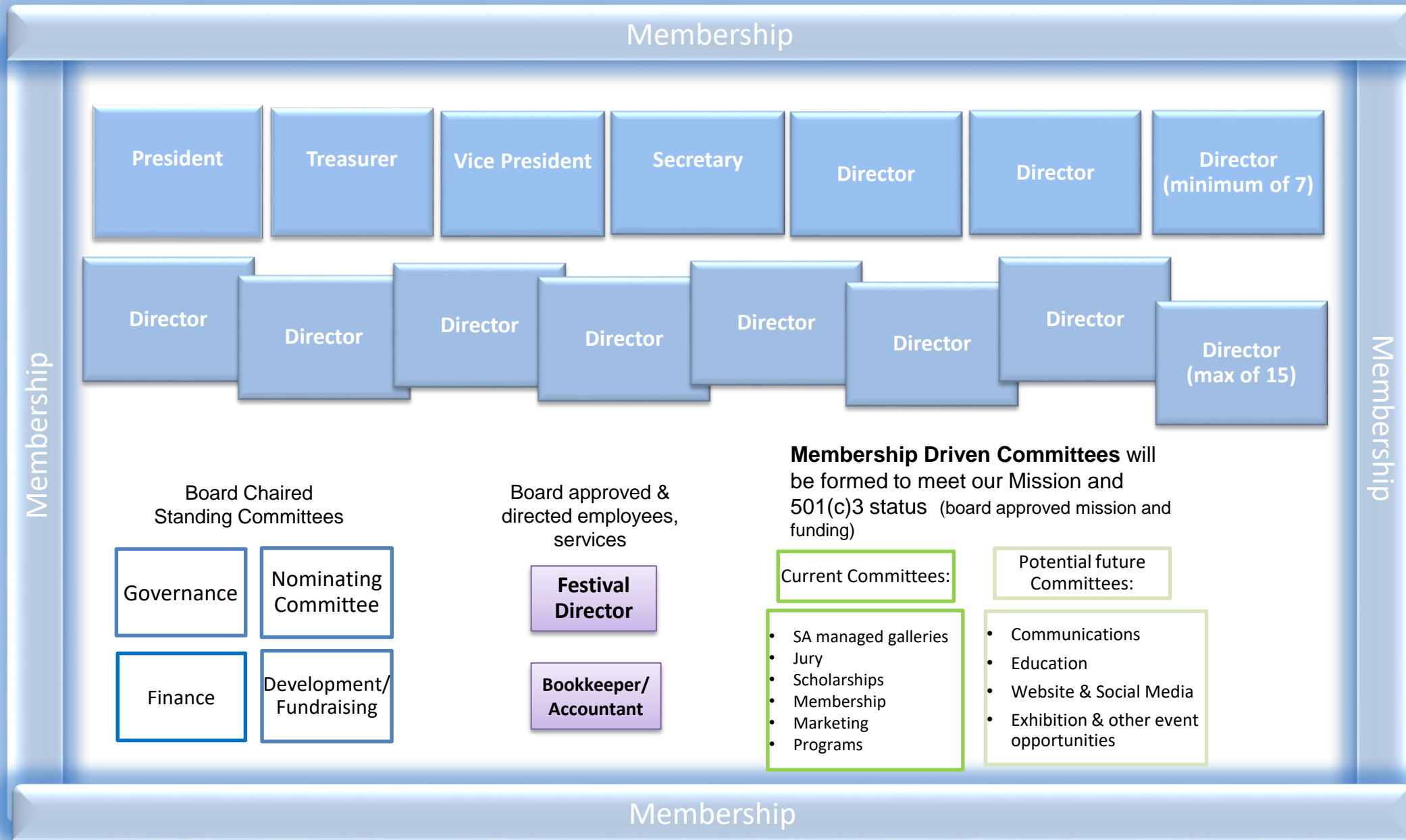




# Summit Art, Inc.

## Board of Directors – Organizational Chart

as of 4/28/20 *(Provisionally approved for next steps)*



Key:

Board of Directors (members)

Employees & paid services

Standing board committees

Current committees

Potential future committees

**CARES ACT:**  
**City of Lee's Summit Appropriation to Summit Art**  
**Budget**

<b>Allocated Funding from City</b>		<b>\$</b>	
<b>Expense Category</b>	<b>Description</b>	<b>Amount</b>	<b>Connection to COVID-19</b>
<b>Compliance with Public Health Orders &amp; Community Support</b>			
Business Interruption/Loss of income due to annual Art Festival cancellation	Average net revenue from previous 3 years of festival	<del>\$6,430</del> \$3413	Promote social distancing, large events not allowed under county orders, required cancellation
Business Interruption/Loss of income due to Saint Luke's East Gallery closing	Average net revenue from previous 3 years of gallery	<del>\$1,550</del> \$2324	Promote social distancing, hospital closed to public under county orders, required cancellation
Business Interruption/Loss of income due to Hosmer Workshop cancellation	Net projected revenue loss based on previous workshop; Expected Income = \$6375, Expected Expenses=\$5303; Expected Net =\$1072	\$1,072	Promote social distancing, event not allowed under county orders, required cancellation
Business Interruption/Loss of income due to various event cancellations	Average net revenue from previous 2 years workshops/classes/exhibitions; Expected Income=\$9000, Expected Expenses=\$7000; Expected Net = \$2000	\$2,000	Promote social distancing, large events not allowed under county orders, required cancellation
Business Interruption/Loss of income due to various event cancellations including cancellation of art festival	Staff salary – one part-time employee *per city staff, ineligible	<del>\$12,500</del>	Reduce spread of COVID-19; staff member was redirected to overall management of all organizational resources and efforts to recover lost revenue due to required cancellation of events and to generate virtual events to replace income lost due to required cancellation of festival
Business Interruption/Loss of income due to various event cancellations	Office space/equipment/utilities/PPE & Sanitizing Supplies/Public Gallery Space	<del>\$2600</del> \$1500	Reduce spread of COVID-19, allows consolidated base of operations and addresses urgent need for small exhibition space and venue for workshops/classes due to required cancellation of large-scale events
Business Interruption/Purchase software program to host virtual events	Eventany virtual event subscription/technology upgrade/yearly subscription	\$960	Reduce spread of COVID-19, allows staff and volunteers to work remotely to provide and produce virtual events, necessary expense caused by required closure
Business Interruption/Purchase software program to host virtual meetings	Zoom subscription/technology upgrade/yearly subscription	\$150	Reduce spread of COVID-19, allows staff and volunteers to work and hold meetings remotely, necessary expense caused by required closure
Business Interruption/Purchase cloud-based account	Google Suite for Business subscription/technology upgrade/yearly	\$144	Consolidate organization records and communication to reduce spread of COVID-19, allows staff and volunteers to

**CARES ACT:**  
**City of Lee's Summit Appropriation to Summit Art**  
**Budget**

	subscription		work remotely, necessary expense caused by required closure
Business Interruption/Purchase donor database management system	DonorPerfect Lite subscription/technology upgrade/yearly subscription	\$1,068	Consolidate organization donor and member records into one database for email communication to reduce spread of COVID-19, allows staff and volunteers to work remotely, necessary expense caused by required closure
Business Interruption/Fees for web admin services for online programming and technology	Website Upgrades for virtual events and e-commerce/technology upgrade/billed at \$65 per hour	\$975	Promote social distancing, events not allowed under county orders, allows staff and volunteers to work remotely to provide virtual galleries, projects and events; necessary expense caused by required closure
<b>TOTAL REQUESTED</b>		<del>\$29,449</del> <b>\$13,606</b>	*Revised per city staff recommendations 10/06/2020

# Summit Art 2020 Grant Funding Opportunities

GRANTOR	APP STATUS	AMOUNT	DESIGNATED
Lee's Summit Arts Council	APPROVED/not yet received	\$2000	Art festival replacement programming
THCF Bob and Alissa Glaser Donor Advised Fund	APPROVED/received	\$500	Shehane Development Plan Contract
THCF CEO Discretionary Grantmaking Fund	APPROVED/received	\$2000	Shehane Development Plan Contract
THCF HMF Beaudoin Family Foundation Hand in Hand Fund	APPROVED/not yet received	\$1000	Shehane Development Plan Contract
Francis Family Foundation SMA Grant Fund	Submitted/approval not until January 2021	\$3297	Mission support
ArtsKC	Submitted/approval not until January 2021	\$5000	Plein Air Festival 2021
City of Lee's Summit Covid-19 Relief	Submitted	\$29449	Pandemic mitigation



LEE'S SUMMIT  
MISSOURI

## Application for Lee's Summit Funds from Coronavirus Relief Fund through Jackson County

Applicants must verify that no other state/federal funding is available to meet these needs in order to avoid duplication.  
Costs incurred between March 1, 2020 - November 30, 2020 are eligible for reimbursement.

### SECTION I --- Summary

The purpose of the Coronavirus Relief Fund is to provide ready funding to address unforeseen financial needs and risks created by the Coronavirus Disease 2019 (COVID-19) public health emergency. Any funds that are granted through this application process cannot be used to supplant expenses already budgeted due to COVID-19. These funds cannot be used to pay for COVID-19 related expenses already paid for by other federal or state funding. To determine awards, these applications will be reviewed for eligibility, accuracy, and completeness within the scoring criteria set forth in this application.

Applicant Agency Name:	Summit Theatre Group	Program/Project Title:	STG 2020 COVID Theatre Response
Not-for-profit organization (with active 501(c) status)?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Location of Program/Project: (Check one)	<input checked="" type="checkbox"/> On Site <input type="checkbox"/> Off Site <input type="checkbox"/> Out of Lee's Summit
Agency's Street Address: (PO Box Not Acceptable without City's Consent)	PO Box 1736	Requested Amount:	\$8591.01
City/State/Zip:	Lee's Summit, MO 64063	Specifically what will Coronavirus Relief Funds Pay For?	Please see attached document for full answer.
Agency's EIN #:	45-887750	Provide brief description of program/project/activity that requested funds will be used for	
Please list all funding opportunities your agency has applied for and/or been awarded in the last 12 months. You must list the awarded amount(s) or the amount(s) you applied for if the funds have not yet been received, along with a description of what the funds were requested/received for.  (Please attach separate page if needed)	Please see attached document.	Estimate the Percentage of funds that will be used to assist Lee's Summit citizens and/or businesses within City limits	100%
Agency Contact:	Ginger Birch	Will your request benefit Lee's Summit residents?	<input type="checkbox"/> Yes, only Lee's Summit residents <input checked="" type="checkbox"/> Yes, but it will also benefit those outside of Lee's Summit <input type="checkbox"/> No, it will only benefit non-residents
E-Mail/Telephone/Fax:	E-Mail: ginger@summittheatre.org T: 816-824-0758 F:	Estimate the number of Lee's Summit residents and/or businesses that will benefit from your service or activity.	# residents = 500-700 # businesses =

#### Development Services

220 SE Green Street | Lee's Summit, MO 64063 | P: 816.969.1200 | F: 816.969.1221 | cityofLS.net

## PROJECT DESCRIPTION, NEED & GOALS

Brief Description of the Program/Project, its relation to COVID-19, your need, and the impact it will have on the community, such as the ability to reach a broad group of citizens.

Please see attached document for full answer.

Describe the direct correlation between the planned use of these funds; and how it responds to and prevents COVID-19.

Please see attached document for full answer.

## SECTION II --- Program Budget

The CARES Act requires that the payments from the Coronavirus Relief Fund only be used to cover expenses that:

- (1) Are necessary expenditures incurred responding to or mitigating against the impact of to COVID-19;
- (2) Were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act); and
- (3) Were incurred after March 1, 2020 and ends on December 30, 2020.

To allow the City to meet its reporting requirements, awarded entities will only be reimbursed for costs incurred between March 1, 2020 and November 30, 2020. The City of Lee's Summit has the right to inspect documentation and/or actual operations for which funding is being requested and/or utilized.

Please **ATTACH A BUDGET** that (i) details the expenses for your project or activity, (ii) the amount of such expense, and (iii) how the expenses responds to or mitigates against the effect of COVID-19.

If you have questions of whether your expense is eligible review the Coronavirus Relief Fund FAQs and the Treasury's Coronavirus Relief Fund Guidance, or contact Sarah Tilbury at [sarah.tilbury@cityofls.net](mailto:sarah.tilbury@cityofls.net).

A sample budget can be found at <https://cityofls.net/coronavirus/covid-19-relief-fund>.



### **SECTION III --- Agency Capacity Assessment & Project Readiness**

<p>Briefly describe the agency's mission statement/history, experience and capacity in receiving and expending Coronavirus Relief Funds (if applicable)</p>	<p>Please see attached document for full answer.</p>
<p>Minimum amount of Coronavirus Relief Funds needed to operate and why?</p> <p>(Please indicate a minimum required before the application would be withdrawn)</p>	<p>The minimum amount of Coronavirus Relief Funds needed to operate is \$4,661.01 which will cover all the PPE materials &amp; cleaning supplies reimbursement from the summer of 2020 and new purchases for 20-21 programming to be made in October.</p>
<p>Please indicate your realistic expectations for expending the funds as requested, if granted:</p>	<p> <input type="checkbox"/> Within 1 week  <input type="checkbox"/> Within 2 weeks  <input checked="" type="checkbox"/> Within 1 month  <input type="checkbox"/> By November 30, 2020         </p> <p><small>**If funds cannot be fully expended and/or requested for reimbursement by November 30, 2020, the project will be deemed ineligible.</small></p>
<p>Briefly describe the staffing structure of the organization and/or include an organizational chart:</p>	<p>STG has a board of directors, with officer positions including President, Vice-President, Treasurer, and Secretary. We also have one part-time employee, and a committed group of volunteers to reach our community through the arts.</p>



## **SECTION IV --- Certifications**

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By signing below, Applicant expressly warrants and attests to the following:

1. The individual signing this application has all necessary authority on behalf of Applicant to request payment from the City from the allocation of funds to the City from the Coronavirus Relief Fund as created in the CARES Act.
2. Recipient understands and agrees that the City will rely on the budget in Section IV (the "Budget") and this Application as material representations in awarding and making a payment of Funds to Applicant. Applicant affirms that the information set forth in the Budget is true, complete, and accurate and affirms the statements made in the Budget as of the date of this Application.
3. Applicant expressly represents and warrants that it is eligible to receive the Funds in accordance with state and federal law and that the Funds will be used exclusively for lawful expenditures pursuant to the CARES Act and specifically as described in the Budget.
4. Applicant represents, warrants, and agrees that the proposed uses of the Funds provided as a payment shall be used only to cover those costs that: (i) are necessary expenditures incurred due to the Coronavirus Disease 2019 (COVID-19); (ii) were not accounted for in its budget most recently approved as of March 27, 2020; and (iii) were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.
5. Applicant acknowledges, understands, and agrees that Funds provided as payment from the City to Applicant pursuant to this Agreement must adhere to official federal guidance issued or to be issued on what constitutes a necessary expenditure. Any funds expended by Applicant in any manner that does not adhere to official federal guidance shall be returned to the City.
6. If Applicant is a local government entity, public entity, or political subdivision of the state, Applicant shall not use any funds provided pursuant to this Application as a revenue replacement for lower than expected tax or other revenue collections.
7. Funds received pursuant to this Application shall not be used for expenditures for which Applicant has received any other emergency COVID-19 supplemental funding (whether state, federal or private in nature) for that same cost or expense, including other CARES Act funds.
8. Applicant may not use funds received pursuant to this Application to make a grant to any other local government, public entity, political subdivision, non-profit corporation, corporation, limited liability company, or other business entity, or individual unless the specific use of funds was expressly described in the Budget, and such grant is used solely for necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19), that were not accounted for in the budget most recently approved as of March 27, 2020, and that were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020. In such event, Applicant is responsible for all documentation requirements.
9. Applicant certifies by submitted this Application that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from entering into an agreement by any federal or state department or agency. The term "principal" for purposes of this Application is defined as an officer, director, owner, partner, key employee or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of Applicant.



10. Applicant understands that it must promptly repay all funds paid to it under an agreement should it be finally determined either that it was ineligible to receive the Funds, improperly spent Funds or it made any material misrepresentation on its Application.
11. Applicant certifies that the Funds shall not be used for any unlawful purpose, including but not limited to: (i) as a revenue replacement for lower than expected tax or other revenue collection; (ii) for expenditures for which Applicant is already receiving other emergency COVID-19 supplemental funding (whether state, federal or private in nature) for the same expense; or (iii) to engage in any other activity that is illegal under federal, state or local law.
12. Applicant understands and agrees that the City is under no obligation to distribute any additional funds other than as provided in an agreement, even if Applicant believes circumstances have changed and Applicant requests additional funds.
13. Applicant warrants that it has no current, pending or outstanding criminal, civil, or enforcement actions initiated by any federal, state, or local government, that would affect the proper and agreed upon use of the Funds.

If awarded funds, these warranties and attestations shall be incorporated into the Funding Agreement and a violation of any such warranties or attestations shall be a material breach of the Funding Agreement and cause for loss of funds.

Dirige Birch

Signature – Person Completing the Application

Company Manager

Title

9/30/20

Date

Rebecca Stabno

Signature – President/CEO of the Agency

President

Title

9/30/2020

Date



**Application Agency Name:** Summit Theatre Group

**Not-for-profit organization:** Yes

**Agency's Street Address:** PO Box 1736 Lee's Summit, MO 64063

**Agency's EIN #:** 45-887750

**Please list all funding your organization has applied for and/or been awarded in the last 12 months. You must list the awarded amount(s) or the amount(s) you applied for if the funds have not yet been received, along with a description of what the funds were requested/received for:**

**Missouri Arts Council**

- FY20: \$4,794 awarded. \$2,200 was only received in 2019 due to state budget restrictions. Went toward 19-20 Season & Educational Programming
- FY21: \$4,597 awarded. \$4,100 received so far in 2020 for 20-21 Season & STG Studio Educational Programming

**Lee's Summit Arts Council**

- 2019: \$2000 awarded & received in 2019 for 19-20 Season & Educational Programming
- 2020: \$2000 awarded, not yet received for 20-21 Season & STG Studio Educational Programming

**ArtsKC**

- 2019: Applied for \$5000, was not awarded for 19-20 Season & Educational Programming
- 2020: Applied for \$5000 in September for 20-21 Season & STG Studio Educational Programming

**Walmart Community Foundation**

- 2020: Applied for \$5000 in September for STG Studio Educational Programming

**Hall Family Foundation**

- 2020: Letter of Interest (not official application) sent in September for \$50,000 toward Space Renovations & Updates for New Leased Space as of October 1

**2020 Federal Cares Act City of Lee's Summit COVID Relief**

- 2020: Applied for \$8591.01. Awarded \$481.82 so far. Other funds pending modified application on September 30.

**Are you aware of any other funding to support these costs?** NO

**Agency Contact:** Ginger Birch

**Email/Telephone/Fax:** [ginger@summittheatre.org](mailto:ginger@summittheatre.org), 816-824-0758

**Program/Project Title:** STG 2020 Covid Theatre Response

**Location of Program/Project:** On Site

**Requested Amount:** \$8591.01

**Specifically what will Coronavirus Relief Funds pay for?**

These funds will pay for reimbursement of lost revenue funds due to the cancellation of our production of Ordinary Days from the ticketing company's refusal to respond to communication and send our payment of our ticket sales for the production. Additionally, it will cover all our COVID-19 PPE supply & prevention expenses and facility rental needs to offer social-distanced workshops & outdoor musical production that was not planned for our season this summer in July & August 2020. Due to social-distance orders by the county, our only option to continue programming was the rental of facilities that would offer proper social-distancing indoors and outdoors. We are also requesting coverage for all COVID-19 PPE supplies & prevention purchases in October 2020 to continue offering theatre arts entertainment and educational programming for our 20-21 season as these expenses were not budgeted in our original 20-21 approved budget.

**Estimate the Percentage of funds that will be used to assist Lee's Summit citizens and/or businesses within City limits:** 100%

**Will your request benefit Lee's Summit residents?** Yes, but it will also benefit those outside of Lee's Summit.

**Estimate the number of Lee's Summit residents and/or businesses that will benefit from your service or activity:** Number of residents - 500-700

**Brief Description of the Program/Project, its relation to COVID-19, your need, and the impact it will have on the community, such as the ability to reach a broad group of citizens:**

It is the mission of Summit Theatre Group to engage our community through live entertainment and education. The need for this still stands regardless of COVID-19 affecting our world. It is necessary for STG to provide socially-distanced classes and productions, live and streamed, for our community as things cannot continue as normal for the foreseeable future. Our 20-21 season will now include streaming options for productions as well as safe socially-distance educational programming both based on county guidelines.

This summer, STG shifted focus from originally planned productions that were cancelled due to stay at home orders and county health guidelines to offer two weeks of educational programming and an outdoor production of *Into the Woods*. Due to the arts community suffering from lack of opportunities, STG felt compelled to find a way to provide alternative educational programming and an outdoor production. Both of these events were not planned and not

accommodated in our approved 20-21 budget and the expenses for locations to accommodate the county guidelines were far from inexpensive.

Due to current circumstances since March, ticket sales are obviously much lower than expected and donations & sponsorships are significantly lower for this time of year.

Our continued programming in our 20-21 season will offer our community some cultural arts experiences and educational programming that most organizations are unable to provide at this time. Although many of our participants are Lee's Summit residents, our reach goes beyond the city limits with participants from Warrensburg to Kansas. STG can readily reach 2500+ each season, specifically this fall we will be able to reach 500-700 individuals with our programming through November.

**Describe the direct correlation between the planned use of the funds; and how it responds to and prevents COVID-19:**

The planned use of the funds are to cover extra expenses as well as revenue lost directly related to closure of facilities and business due to COVID-19 outbreak and the Jackson County stay-at-home and other requirements as guidelines have begun to lift.

Our second weekend run of *Ordinary Days* in March 2020 was cancelled due to the facility closure because of the stay-at-home order. Brown Paper Tickets, the ticketing company STG used at the time, has been non-responsive after many failed attempts to contact them and will not send payment of all our ticket sales for this production. Funds will help cover this revenue lost until we may receive that payment - if it ever comes. We are not hopeful at this time.

Other planned uses of these funds are reimbursement for all PPE materials & cleaning supplies needed to accomplish our alternative summer programming & production in addition to the facility rentals which was the only means by which these events could occur and prevent the spread of COVID-19. Due to the closure of all our facilities we planned to use, STG has to rent facilities to accommodate a large enough room for social-distanced educational programming according to the Jackson County reopening guidelines. Additionally, STG had worked with Glenda Masters to secure a special events permit to use Lee's Summit City Hall Plaza as our outdoor performing space for *Into the Woods*. One week prior to opening our show, we were informed our permit would not be allowed, forcing us to spend unplanned funds for a last-minute location for the production to continue according to the guidelines in place.

The final use of funds will be for the purchase of all PPE materials & cleaning supplies needed for the remainder of our 20-21 season & educational programming. The expenses were not planned upon the approval of our 20-21 budget. These PPE materials & cleaning supplies will provide COVID-19 prevention measures for all STG events and programming. The supplies will be purchased in October 2020 to use for the remainder of our season & educational programming.

**Briefly describe the agency's mission statement/history, experience and capacity in receiving and expending Coronavirus Relief Funds (if applicable):**

It is the mission of Summit Theatre Group to engage our community through live entertainment and education. The need for this still stands regardless of COVID-19 affecting our world. It is necessary for STG to provide socially-disatanced classes and productions, live and streamed, for our community as things cannot continue as normal for the time being. With the recent lease of a new space, STG needs more PPE materials & cleaning supplies to make our mission possible. STG successfully provided safe socially-distanced opportunities this summer with strict protocols without incident and will continue to do so with enhanced procedures. STG is currently working to be certified as a Missouri ArtSafe organization through the Missouri Arts Council. Providing opportunities for students in particular and their parents with opportunities that have not been available as well as a place to go on days where there is no school instruction is also something STG desires to do for our community. STG has been offering live productions to the community since 2012 and STG Studio educational opportunities since 2017.

**Minimum amount of Coronavirus Relief Funds needed to operate and why?**

The minimum amount of Coronavirus Relief Funds needed to operate is \$4,661.01 which will cover all the PPE materials & cleaning supplies reimbursement from the summer of 2020 and new purchases for 20-21 programming to be made in October.

**Please indicate your realistic expectation for expending the fund as requested, if granted: Within 1 month**

**Briefly describe the staffing structure of the organization and/or include an organizational chart:**

STG has a board of directors, with officer positions including President, Vice-President, Treasurer, and Secretary. We also have one part-time employee, and a committed group of volunteers to reach our community through the arts.

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City of Lee's Summit Appropriation to Summit Theatre Group Budget				
Total Allocated Funding Requested From City		\$	8,591.01	
Expense Category/Description		Amount	Connection to COVID-19	
Compliance with Public Health Orders				
Business Interruption Costs Due to Closure to Promote Social Distancing				
Ticket Sales thorough Brown Paper Tickets - Unreceived		\$	1,380.00	Closed Due to County Stay-At-Home Order
Rental of Facility for Summer 2020 Events due to Closure of Previous Facilities				
Facility Rental of Unity Village for 2 weeks of STG Studio Workshops		\$	1,350.00	Closure of Original Facility/Promote Social Distancing
Facility Rental of Unity Village for 2 outdoor performances of Into the Woods		\$	1,200.00	Cancellation of Original Facility/Promote Social Distancing
Purchase of PPE & Sanitizing/Disinfecting Products				
Purchases Made for Summer 2020 Events - ALREADY AWARDED				
Disposable Masks		\$	74.49	Reduce Spread of COVID-19
Face Shields		\$	179.88	Reduce Spread of COVID-19
Disposable Cleaning Gloves		\$	7.04	Reduce Spread of COVID-19
Thermometers		\$	138.98	Reduce Spread of COVID-19
Hand Sanitizer		\$	39.99	Reduce Spread of COVID-19
Cleaning Cloths, Wipes, Disinfectant Spray		\$	40.44	Reduce Spread of COVID-19
Purchases To Be Made October 2020 for 20-21 Programming in Our New Space				
Clorox Wipes (Box of 3) - \$49.99 x 12 (1 Per Month)		\$	539.80	Reduce Spread of COVID-19
Clorox Cleaning Spray (6 32 oz Bottles) - \$87.99 x 2 (1 Bottle Per Month)		\$	175.98	Reduce Spread of COVID-19
Face Shields (Pack of 10) - \$25.99 x 15 (Maximum Number of Students)		\$	389.89	Reduce Spread of COVID-19
Germ-X Hand Sanitizer (Pack of 12) - \$35.88 x 4 (4 Bottles for the Space Per Month)		\$	143.52	Reduce Spread of COVID-19
Disposable Gloves (100 Count) - \$20.99 x 6 (1 Box Every 2 Month)		\$	125.94	Reduce Spread of COVID-19
Disposable Masks (50 Count) - \$12.99 x 36 (3 Boxes Per Month for Students)		\$	467.64	Reduce Spread of COVID-19
Chapin Bleach Disinfectant Sprayer (1 Sprayer) - \$17.06 x 1		\$	17.06	Reduce Spread of COVID-19
Clorox Bleach Solution for Sprayer (128 ounces) - \$12.99 x 24 (2 Per Month)		\$	311.76	Reduce Spread of COVID-19
Scotch-Brite Scrub Sponges (Pack of 6) - \$5.13 x 12 (1 Package Per Month)		\$	61.56	Reduce Spread of COVID-19
Simpli-Magic Shop Towels (Package of 150) - \$29.99 x 6 (1 Package Every 2 Months)		\$	179.94	Reduce Spread of COVID-19
Lysol Spray (4 Pack) - \$63.87 x 12 (1 Package Per Month)		\$	766.44	Reduce Spread of COVID-19
Luxton Hands Free Hand Sanitizer Station - \$199.95 x 2 (Front and Bathroom)		\$	399.90	Reduce Spread of COVID-19
Sanitizer for Stations (1 Gallon) - \$24.99 x 24 (1 Per Month for Each Station)		\$	599.76	Reduce Spread of COVID-19
		\$	8,591.01	