

Request for Applications for Mental Health, Intellectual Disability, and Aging Payroll Tax Funds FY2027

Boone, Campbell, and Kenton Counties Human Services Departments

The Human Services Departments of Boone, Campbell, and Kenton Counties oversee the distribution of Payroll Tax funds that support mental health, intellectual disability, and aging services in their respective counties.

Subject to the availability of tax funds, each county's Fiscal Court will independently allocate funds each year to organizations that provide programs addressing the needs of residents. Mental health and intellectual disability funds support programs for all residents in each county, while aging tax funds support services for citizens aged 60 and older.

This application covers one fiscal year: July 1–June 30 for Boone and Campbell Counties, and June 1–May 31 for Kenton County. Applications must be completed in Microsoft Excel format and **submitted via email to all three counties** (Boone, Campbell, and Kenton) by **4:00 p.m. on Friday, January 30, 2026**.

All **inquiries** regarding the application must be submitted via email to the county representatives listed below by **4:00 p.m. on Friday, January 23, 2026**.

BOONE COUNTY	CAMPBELL COUNTY	KENTON COUNTY
Laura Pleiman	Allyn Reinecke	Bryan Norton
Boone Co. Fiscal Court	Campbell Co. Fiscal Court	Kenton Co. Fiscal Court
PO Box 296	1098 Monmouth Street	PO Box 792
Burlington, KY 41005-0296	Newport, KY 41071	Covington, KY 41012-0792
lpleiman@boonecountyky.org	areinecke@campbellcountyky.gov	bryan.norton@kentoncounty.org

Table of Contents

Required Software.....	2
Application Directions.....	2
To Print Application.....	2
Submission.....	3
Glossary	4

Please print this page before beginning your application.

Required Software

Microsoft Excel version 2010 or newer.

Application Directions

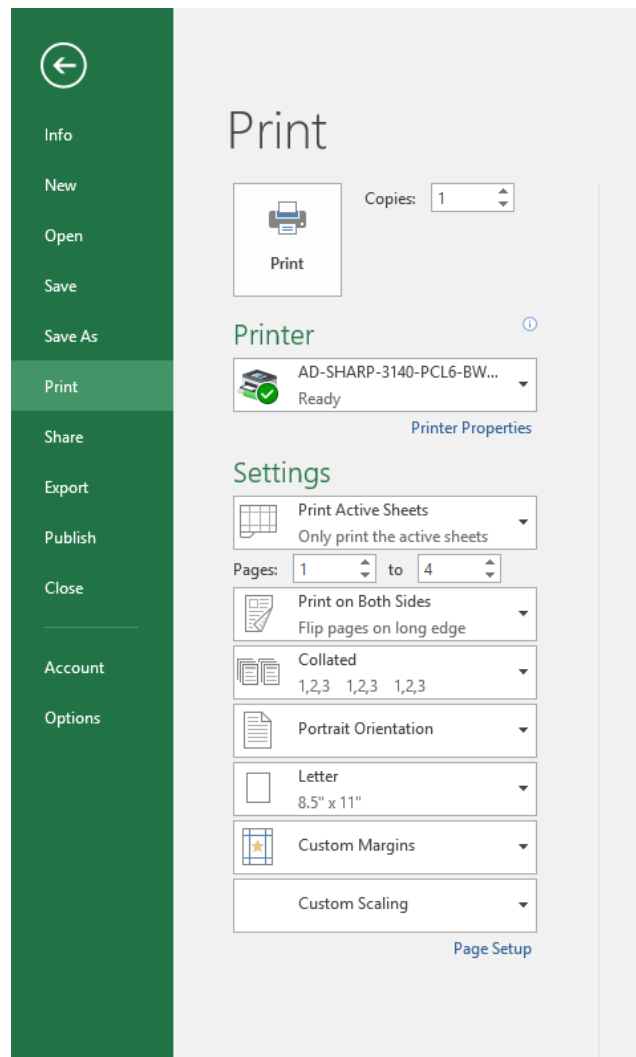
“Application” tab:

This protected page allows data entry only in white and yellow cells (columns B through F).

Do not change any formatting of the Excel document. **Altered applications will be rejected.**

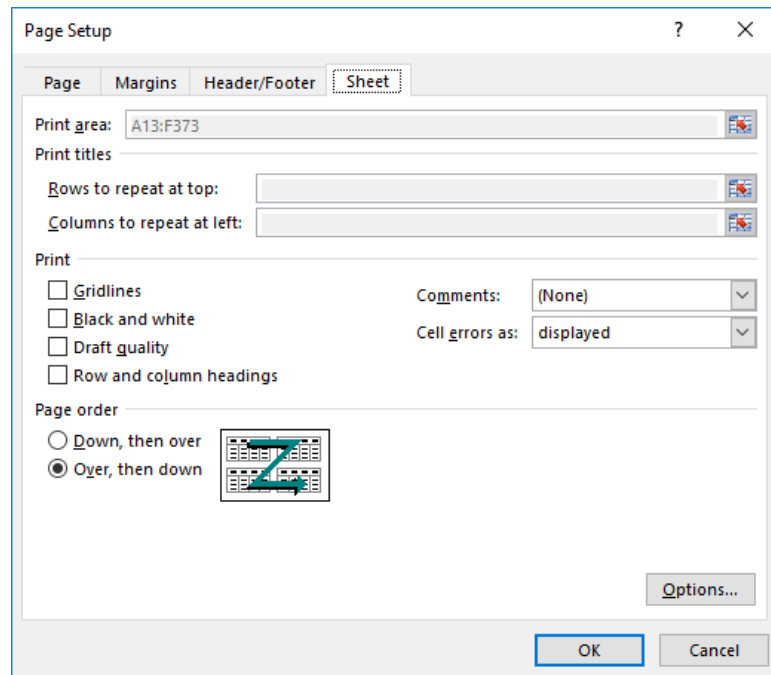
Printing Instructions (Excel 2013 or newer):

1. Go to the **File** menu and select Print.
2. Do not adjust Custom Margins or Custom Scaling settings.
3. In the **Print** dialog box, select the number of pages needed:
 - 1 program → pages 1–4
 - 2 programs → pages 1–6
 - Continue in this pattern for additional programs
4. Print on both sides of the paper.



5. If Your Application Does Not Print Correctly:

- In the **Print** dialog box, click the Page Setup link.
- Go to the **Sheet** tab.
- Under **Page Order**, select “**Over, then down**” (as shown below)



Submission

1. Applications must be emailed by the organizational leader to the three county representatives listed below.
 - Boone County lpleiman@boonecountkyky.org
 - Campbell County areinecke@campbellcountkyky.gov
 - Kenton County bryan.norton@kentoncountkyky.org
2. Please **request a read receipt** with your email to confirm that your submission was successfully delivered.
3. **Excel file name**
 - **Name your application file:** FY27 App [Agency Name]
 - **Example:** FY27 App Smith Foods
4. **IRS 990 PDF name** (if applicable)
 - **Name the PDF file:** 990 [Agency Name]
 - **Example:** 990 Smith Foods
5. **Email subject line**
 - **Use:** FY27 Application from [Agency Name]
 - **Example:** FY27 Application from Smith Foods

GLOSSARY

- **Agency Unit Cost** = *Total Program Expenses ÷ Total Program Units*
- **Boone, Campbell, & Kenton Payroll Tax Funds:** While the three counties share an application, their funds are administered separately. Boone County funds can only be used for Boone County residents; Campbell County funds for Campbell County residents; and Kenton County funds for Kenton County residents.
- **County Funding Request** = *Total Program Units for County x County Unit Cost*
- **County Unit Cost** = *Total Program Loss ÷ Total Program Units*
- **Expenses:** The total costs associated with operating the program, including Program Management and Program Development (fundraising) expenses.
- **Fiscal Years**
 - **Previous Fiscal Year:** July 1, 2024 – June 30, 2025
 - **Current Fiscal Year:** July 1, 2025 – June 30, 2026
 - **Application Fiscal Year:** July 1, 2026 – June 30, 2027
- **Funding Source:** One of three categories—Mental Health, Intellectual Disability, or Aging (individuals age 60 or older).
- **In-Kind Revenues/Expenses:** Goods or services provided instead of cash. Reflect the estimated dollar value of all in-kind revenues and expenses in your application.
 - See the [Ford Family Foundation's Guide to In-Kind Contributions](#) for more information.
- **Net Gain or Loss** = *Total Revenues – Total Expenses*
 - A positive number indicates a *net gain*; a negative number indicates a *net loss*.
 - *The Fiscal Courts do not fund programs operating at a net gain.*
- **Program Description:** A 1–2 paragraph summary describing the program and how it serves the community.
- **Program Hours:** When the service is available (hours of operation)
- **Program Location:** Where the service is delivered (Indicate if the program is virtual).
- **Program Staff:** Staff allocated to operate the program
- **Revenues:** All money available for program operation, including state, federal, and foundation grants; fundraising dollars; and program-generated income.
- **SMART Goals:** Goals that are *Specific, Measurable, Attainable, Relevant, and Time-bound*.
- **Service Format:**
 - **Delivery Method:** In-person, Virtual, or Both (Hybrid = Both).
 - **Client Setting:** Individual, Group, or Both.
 - **Service Location:** Site-based, Community-based, or Home-based.
- **Target Client:** The population served by the program (e.g. adults, children, seniors, families, or groups).
- **Total Program Units:** The total number of service units delivered during a given fiscal year. For fiscal years not yet ended, provide an estimate.
- **Unit of Service:** The metric used to measure service delivery—typically a unit of time, but may also be a product or service (e.g., a meal or dental visit).
- **Waitlist:** The number of individuals waiting for services and the average length of wait time.