



## 2010 CRC Request for Proposals

**Associated Ministries** is pleased to announce a capacity building program for Faith and Community Based Organizations (F&CBO's). This new program will be called *Community Resource Connections (CRC)*. The purpose of *Community Resource Connections* is to build the capacity of F&CBO's in South Puget Sound (*Pierce, Thurston & Kitsap Counties*). Those congregations and organizations that wish to establish or expand resource centers for families and individuals seeking community support and services are encouraged to apply.

While each center will tailor their resources to meet the needs of their particular community, and the capacity of their own organization, the centers will serve as a local point of entry for families and individuals who are seeking assistance and support in one of the following stages:

- Managing Crises
- Securing Stability
- Building Assets

### Overview

In October 2009, Associated Ministries was selected to receive funding under the Compassion Capital Fund (CCF) Demonstration Project, a program administered by the Administration for Children and Families of the United States Department of Health and Human Services. The Compassion Capital Fund project is designed to provide capacity-building training and assistance to faith and community-based organizations that deliver critical social services to the community. Associated Ministries will deliver capacity-building services through a combination of training, technical assistance, and financial awards to select organizations that apply and are approved for participation and funding.

**Participants can expect to work with consultants in preparing a capacity building plan.**

**Participating F & CBO's capacity building plans will include two segments:**

- Capacity building in Program Design and Development:
- To be (come) a local Community Resource Connections center; and
- Capacity building in at least one additional area:
  - Leadership Development
  - Organizational Infrastructure
  - Community Engagement

**Participating F&CBO's in the capacity building program will agree to the following requirements:**

- Attend and participate in all training workshops;
- Actively engaged to seek the most from technical assistance;
- Utilize sub-award grant dollars for capacity building only; and
- Provide timely regular program and financial reports.

## Who May Apply for Sub-Awards

Faith-based and community-based organizations that meet the following minimum requirements are invited to apply for sub-award funding:

- Located in and serve Pierce, Thurston, or Kitsap Counties
- Priority will be given to programs that provide critical services to lower income individuals and families.
- Both faith and community-based organizations are eligible to apply. Religious affiliation (or lack of any religious affiliation) will not be a factor in determining which organizations will be awarded funding.
- Applicants are **not** required to be 501(c)(3) organizations to be eligible for funding, nor are they required to use a fiscal agent. However, successful applicants must be incorporated before any funds are disbursed to them. Matching funds will not be required nor given priority.
- Applicant organizations must have annual operating budgets **under** \$500,000. If the organization is a worshipping community the human services budget must have annual budget under \$300,000.
- Must be willing to attend and participate in all training workshops; actively engage in and seek the most from technical assistance while providing timely, regular program and financial reports.
- Utilize sub-award grant dollars for capacity building only.
- Preference will be given to applicants with no history of prior federal funding.
- Priority will be given for F&CBO's who have demonstrated experience working with low-income households to:
  - Access public benefit programs such as temporary assistance for needy families, food stamps, health insurance;
  - Access housing and shelter services; and
  - Build assets through such efforts as earned income tax credits, individual development accounts, and micro-enterprise/lending programs.
- New organizations or existing organizations with new leadership who can demonstrate their interest in and commitment to serving people living in poverty will receive priority.

## Participation and Use of Funds

Those selected to participate in this program will receive training in six areas of capacity building, one-on-one technical assistance from experts in the field, and a funding award to implement their program. Approximately 12-20 organizations will be selected to receive training and funds. Capacity building grants will range from \$5,000-\$20,000.

Successful applicants will be required to develop a capacity-building plan that addresses outcomes in two of four areas. One of the capacity building areas that is required to be addressed by all participating F&CBO's is Program Design:

- **Program Design and Development** – includes items such as curriculum development, program monitoring and/or evaluation of program outcomes

In addition to Program design, a community resource center plan will address at least one of the following areas:

- **Leadership development** – board composition and function, staff professional and career development, training and development of volunteers, succession planning.
- **Organizational infrastructure** – board governance, written policies and procedures, fiscal controls, comprehensive communications strategy, nonprofit Incorporation, grant writing training, systems: management, human resources, financial, information technology, planning.
- **Community engagement** – community asset mapping, community needs assessment, community outreach.

**Funds may *not* be used for:**

- Organized fundraising or solicitation;
- Direct services;
- Public policy advocacy;
- Medical/Health-related activities or items;
- Purchase of real property, or construction costs;
- Inherently religious activities like religious instruction, worship, evangelism, or proselytizing; and
- May not be re-awarded to another beneficiary.

**Capacity Building Training**

**Community Resource Connections** will work with a number of partners in the community to provide a targeted nonprofit management training programs. These workshops will be offered in two locations; one in South Pierce County (*to accommodate partners in Thurston County*) and the other in North Pierce County (*to accommodate our partners in Kitsap County*). Each participating F&CBO is expected to send the lead executive of the organization to all of the workshops (except Governance where it is expected that the lead executive will bring two members of the governing board). The workshops will be 3.5 or 6 hours, depending upon the topic.

The following workshops will be offered:

<b>Workshop Title</b>	<b>Instructor</b>	<b>Date Lakewood</b>	<b>Date Gig Harbor</b>
Outcome-Based Program Design and Evaluation (full day workshop)	Chris Morton	April 9	April 5
Fundraising for Small Nonprofits (1/2 day workshop)	Joe Lawless	May 5	May 6
Budgeting and Financial Management (1/2 day workshop)	Alan Strand	May 19	May 20
Governance (full day workshop)	Liz Heath	June 16	June 18
Strategic Planning (half day workshop)	Stewart Henderson	July 16	July 15
Leadership (half day workshop)	Chris Morton	August 6	August 3

## **Expectations of Applicants**

In order to be considered for participation, an applicant must meet the following requirements:

- Meet all eligibility requirements, as described above.
- Complete and submit all elements of the application. Incomplete applications, and applications received after the deadline, will not be considered for funding.
- A complete application packet will include:
  1. Certification and signatures form
  2. Application form
  3. Baseline survey
  4. Proposed budget and narrative
  5. Application narrative
  6. Attachments include
    - Copy of your organizations mission statement
    - Copy of your current incorporation certificate
    - Current board member list
    - Organization's operating budget for 2009
    - Fiscal agent agreement if applicable)
    - 501(c) 3 status letter (if applicable)

## **Expectations of Awardees**

Organizations that are selected to receive sub-award funding agree to meet the following set of expectations:

- Spend sub-award funds on eligible capacity-building activities only.
- Working with Community Resource Connections staff to complete a thorough capacity assessment of the organization.
- Develop an individualized organizational capacity-building work plan, based on the results of the capacity assessment.
- Active participation in Training workshops (see schedule above).
- Cohort meetings with other local participants. These will meet approximately once per month.
- Consultation with project staff for the purpose of technical assistance and the development a capacity building work plan to identify areas of growth and learning.
- Participate in an evaluation of the project to be conducted by Wilder Research, independent evaluation firm.
- Submit accurate and timely financial reports that will include appropriate documentation of expenses.
- May not reward all, or any part of the sub-award grant, nor can they make a purchase on behalf of another organization.

- Report on progress toward completion of the capacity-building plan developed by the organization in consultation with project staff.
- Will participate in DSHS Community Connections Project (see description in FAQ)

## **Technical Assistance Calendar**

To learn more about the Community Resource Connections Project and the application process, interested applicants are encouraged to attend one of three information sessions on:

### **February 3, 2010**

**9:30 am-11 am** @ Prince of Peace Lutheran Church in Lakewood (10333 Bridgeport Way SW, Lakewood WA 98499)

### **February 10, 2010**

**1 pm-2:30 pm** @ The Boys and Girls Club in Gig Harbor (8502 Skansie Ave. Gig Harbor WA 98332)

### **February 12, 2010**

**8:30 am-10 am** @ Prince of Peace Lutheran Church in Lakewood (10333 Bridgeport Way SW, Lakewood WA 98499)

## **Deadline for Applications**

**The deadline for applications is February 26, 2010 @ 3 pm**

Applications must be received by fax (253-383-2672) or hand delivery by Friday, February 26 at 3 pm in order to be eligible for consideration.

### **Associated Ministries**

1224 South I St.

Tacoma, WA 98405

HeidiC@associatedministries.org

Fax: 253-383-2672

Phone: 253-383-3056, ext. 117

## **Questions?**

If you have any questions regarding the Community Resource Connections and the application process, please see FAQ attached to this document or contact our project staff.

Heidi Calhoun, Project Coordinator

253-383-3056, ext. 117

# Frequently Asked Questions

## What is the Compassion Capital Fund Project?

**Community Resource Connections** is made possible with funding provided by the Compassion Capital Fund of the U.S. Department of Health and Human Services' (DHHS) Administration for Children and Families (ACF). Associated Ministries is the intermediary organization working with partners in Pierce, Thurston and Kitsap Counties to provide capacity building assistance to applicants and community participants.

## What does capacity building mean?

Capacity building is the internal work and planning an organization does that results in making an organization stronger, more effective and accountable, and more sustainable. Participation in this capacity –building program will allow an organization and its leaders to do significant planning, training, development and implementation work.

Participants in **Community Resource Connections** will be asked to develop capacity in at least two areas: 1) Program Design that addresses how your organization or agency will develop a resource center for low-income households who need to access programs and services, including being a part of DSHS's *Community Connections Project*, an on-line application tool for public benefit programs; and 2) one of the other three areas of capacity building: a) Leadership Development, b) Organizational Infrastructure, and/or Community Engagement.

## What is the DSHS Community Connections Project?

The Community services division of the Department of Social & Health Services (DSHS) is developing partnerships with local community centers to provide access or support to low income persons who want to apply for public assistance. Rather than the community services office of DSHS being the single location where people can access programs and services it is advantageous to those in need to have numerous access points throughout the community. A partner agency's involvement can be as simple as having a computer where applicants can self-serve and submit DSHS on-line application or it can be more involved by having partner staff available to assist applicants and answer basic questions when they are applying online for services. If you don't already offer this service, you will need to include this as a part of your proposal. Please note there will be training available on this program for those who qualify for the capacity building grant.

## Who is eligible to apply?

- Individuals or emerging groups that are not yet well-organized, but intent on building a service organization, must be incorporated within the State of Washington or be in the process of incorporation. Successful applicants cannot receive their sub-awards until evidence of incorporation is provided.
  - Community-based nonprofit organizations (CBO)
  - Faith-based organizations (FBO)
- Worshipping communities (churches, synagogues, mosques, temples, meetings and other religious entities) with a ministry addressing a critical human need.
- Preference will be given to applicants with no history of prior funding from the Compassion Capital Fund.

## **In what ways does CRC build capacity?**

The CRC Project builds capacity by enabling organizations to:

- Engage consultants to do strategic planning, develop fundraising strategies, create evaluation systems, develop and implement human resources and volunteer policies, and program needs assessments, to name some examples.
- Obtain or update technology and business equipment to operate more efficiently, including computers, printers, copiers, fax and voice messaging components, software programs such as databases, accounting and spreadsheet packages, web site development, publishing and marketing programs. Maintenance/service agreements for new equipment and new software are allowable costs.
- Training staff, board members and volunteers in leadership and nonprofit management and program delivery to meet community needs.

## **Are there activities or expenses that are not acceptable within CRC Project guidelines?**

**Yes.** General operating costs, such as rent, telephone service, office supplies, volunteer celebrations, food, client vouchers, and regular salaries or stipends are not usually covered (except as directly related to capacity building). Hiring a consultant to do direct fundraising is prohibited. However, you may engage consulting services to train you to research, prepare and submit funding proposals.

## **Can funding be used for any salaries or wages?**

**Yes,** the capacity building time can be charged to the sub-award.

Time spent on:

- Meeting and planning with consultants
- Meeting with Board members to present the capacity building plans
- Attending training, workshops, required meetings
- Travel time to and from the required meetings

Applicants should understand that only a limited amount of their capacity building funding can be used for salary or wage support.

## **What makes an organization eligible to apply?**

Several elements are considered, and surprisingly, there are some things that are not required. Here's the list for eligibility again:

- Must address a critical human need serving low-income people.
- Must be incorporated within the State of Washington or be in the process of incorporation. Successful applicants cannot receive their funds until evidence of incorporation is provided.
- Does not need a 501(c) (3) status letter from the IRS.
- Does not need to have a fiscal agent.
- May not have received a Compassion Capital Fund sub-award within the last 3 years
- May not have a budget in excess of \$500,000. This means your entire organizational budget, not just your program.

## **What about attendance at conferences?**

Attendance at a conference must relate to a staff position and the organization's mission. Acceptable costs include:

- Registration fees
- Round trip transportation, including local meetings as well as regional or out-of-state conferences

- Local accommodations
- Per Diem not to exceed \$45 per day (specifically, \$10 breakfast, \$15 lunch \$20 dinner)

### **What is an appropriate range for consulting fees?**

In general, competent consultancy will range from \$100 to \$200/hour. Contracts should contain:

- Scope of services and deliverables
- Reporting requirements if any
- Calendar with a projected start and end date
- Estimate of hours and direct costs
- A not-to-exceed clause capping expenses
- Conditions for termination

### **What is a human services budget in a worshipping community?**

Often this is called the:

- Local mission effort/budget
- Community outreach budget
- Community service budget

These are the funds a worshipping community sets aside to serve community needs beyond its own congregation. It excludes the religious education costs, choir and music needs, building maintenance, and other regular operating costs.

### **Does my organization need to be in place or can it be a new organization?**

The CRC Project builds capacity in mature organizations as well as new or emerging organizations. Emerging organizations might be considered as people doing good work together and ready to take the next steps toward building an organization with more formal structures, policies and procedures. In other words, you must be working towards incorporation.

### **Will my organization be partnering with the Federal government or Associated Ministries or a local agency?**

Associated Ministries (Community Resource Connections) is accountable to the Federal government as the intermediary organization. Recipients of sub-awards will work with CRC and the local partners in your area.

### **What size of financial award is available through this application process?**

The awards range from \$5,000 – 20,000 and in some instances, smaller awards may be made based on the needs of the applicant.

### **If my organization receives a sub-award, what is expected?**

You will be expected to attend and participate in capacity building trainings, cohort meetings with other sub-award recipients, and meetings with CRC Project consultants (technical assistance). Timely financial reports and a final report are required.

What kind of time commitment is expected?

Recipients of this award are expected to commit to a time intensive process. Here's an estimate of what your commitment may be for the six-month period:

- Cohort meetings – monthly meetings with other sub-award recipients – 9 hours
- Technical Assistance – one on one work with CCF Project staff, 22/26 hours
- Workshops - 26 hours
- An annual report and timely financial reports will be required. And of course, you will be working on your specific capacity building work plan.



# 2010 Application Form

We must have two contact people for the purposes of this application.

Name of Organization \_\_\_\_\_

County \_\_\_\_\_

Contact Person's Name \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Additional Contact Person's Name \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

## Your Organization at a Glance

### 1. Please check one of the following statements describing your organization:

Emerging service organization, not yet fully formed.

My organization is a community-based organization (CBO).

My organization is a faith-based organization (FBO).

My organization is a worshipping community – church, synagogue, mosque, temple, meeting or other religious entity.

If your organization is a worshipping community, what is your average weekly attendance at your worship service? \_\_\_\_\_

### 2. Is your organization incorporated?

Yes\_\_\_\_ No\_\_\_\_

If your response was no, are you in the process of becoming incorporated?

Yes\_\_\_\_ No\_\_\_\_

### 3. Do you have a Board of Directors or a governing body?

Yes\_\_\_\_ No\_\_\_\_

### 4. If your organization is an emerging organization, an FBO or a CBO, do you have an annual budget for the current fiscal year?

Yes\_\_\_\_ No\_\_\_\_

If yes, what is the annual budget for current fiscal year \_\_\_\_\_

### 5. If your organization is a worshipping community, what was your actual income/expenses for 2009 /last fiscal year?

\_\_\_\_\_

### 6. Does your organization have a 501(c)(3) status letter from the IRS? Please see FAQ – *Who is eligible to apply? And what makes an organization eligible to apply?*

Yes\_\_\_\_ No\_\_\_\_

### 7. Please indicate the county, or counties, where you provide, or intend to provide the majority of your services

Kitsap\_\_\_\_\_ Pierce\_\_\_\_\_ Thurston\_\_\_\_\_

**8. Have you received direct Federal funding in the past five years?**

Yes\_\_\_ No\_\_\_

If yes, indicate the source of the grant and its purpose: \_\_\_\_\_

**9. Has your organization received a Compassion Capital Fund sub-award in the last three years?**

Yes\_\_\_ No\_\_\_

If yes, what year? \_\_\_\_\_

**10. Does your organization have a bank account?**

Yes\_\_\_ No\_\_\_

**11. What is your IRS 9-digit employer identification number? \_\_\_\_\_**

# 2010 Baseline Survey

## *An in-depth look at your organization*

Even though the first questions also appear on the Application Form, please complete the full form. The Baseline Survey is designed as a research tool for evaluation purposes to meet federal requirements to describe the organizations served by these funds and to evaluate the benefits of individual consultation (technical assistance) and training. Our evaluators, Wilder Research, may contact you, in the future to learn about any organizational changes that have occurred following individual consultation and training, and to help identify ways to improve the assistance we provide.

### Section A: Organizational background

1. Name of organization \_\_\_\_\_

2. Director or head of organization  
\_\_\_\_\_

3. Primary purpose of organization \_\_\_\_\_

Key information for the contact person for the organization:

4. **Contact Person's Name** \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip Code \_\_\_\_

County \_\_\_\_\_

5. **Additional Contact Person's Name** \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip Code \_\_\_\_\_

6. Please characterize your organization by selecting one of the following statements

Yes No

a. This is an emerging service organization, not yet fully formed \_\_\_\_\_

b. This is a community-based organization (CBO) \_\_\_\_\_

c. This is a faith-based organization (FBO) \_\_\_\_\_

d. This is a worshipping community (church, synagogue, mosque, temple, meeting or other religious entity) \_\_\_\_\_

7. If you are an emerging organization, what is your annual budget? \_\_\_\_\_

8. For faith-based and community-based organizations, what is your annual budget for the current year? \_\_\_\_\_

9. If a worshipping community, what is the annual human services (local mission, community outreach) budget for the current year: \_\_\_\_\_

10. What percentage of annual budget, or if a worshipping community, the percentage of the human services budget, comes from each source?

- a. individual gifts \_\_\_\_\_%
- b. **corporate**/foundation gifts \_\_\_\_\_%
- c. **special** events/product sales \_\_\_\_\_%
- d. **gifts** from religious entities \_\_\_\_\_%
- e. denominational support \_\_\_\_\_%
- f. **government** grants/contracts \_\_\_\_\_%
- g. **other** – please specify \_\_\_\_\_%
- h. not applicable

- |   | Yes | No  | Don't know |
|---|-----|-----|------------|
| 11. Does the organization have written by-laws?                       | ___ | ___ | ___        |
| 12. Does the organization have articles of incorporation?             | ___ | ___ | ___        |
| 13. Does the organization have 501-C-3 status?                        | ___ | ___ | ___        |
| 14. Does the organization have a fiscal agent?                        | ___ | ___ | ___        |
| 15. Has the organization filed an IRS 990 form in 2009?               | ___ | ___ | ___        |
| 16. Was the organization audited in 2006, 2007, or 2008?              | ___ | ___ | ___        |
| 17. Number of staff and volunteers in your ministry or program: _____ |     |     |            |
| Number of paid full time staff: _____                                 |     |     |            |
| Number of paid part time staff: _____                                 |     |     |            |
| Number of volunteer staff: _____                                      |     |     |            |

## Section B: Capacity Building Needs

All organizations assisted through the Community Resource Connections will receive help to further develop their organization or program. This assessment checklist will help you identify the areas of greatest need in your organization. For each item in the following list, please indicate the priority you would assign to addressing this need through assistance from the Compassion Capital Fund Project.

Definitions of priority:

- **Extremely high** – these are critical need for your organization and you intend to work on making progress in these areas
- **High** – these are very important needs for your organization and progress would certainly be useful to your organization
- **Medium/low** – areas worth working on, but perhaps not at this time
- **Not needed** – this may be a future need but it is not critical at this time
- **In place** – indicates you have already addressed this need and have achieved your desired outcome

### Leadership development in place

	Extremely high	High	Medium/low	Not needed	In place
1. Board development /board member recruitment and retention	1	2	3	4	5
2. Develop or strengthen cultural competency in agency leadership	1	2	3	4	5
3. Train staff and board in nonprofit management	1	2	3	4	5
4. Develop and conduct board member orientation	1	2	3	4	5
5. Develop written policies for board operations (Conflict of interest policy, attendance, financial support etc.)	1	2	3	4	5

## Organizational development in place

6. Develop mission or vision statement	1	2	3	4	5
7. Prepare and submit 501(c)(3) application	1	2	3	4	5
8. Obtain/implement computer technology or business equipment	1	2	3	4	5
9. Improve administrative support and/or record keeping	1	2	3	4	5
10. Develop budget process to include program expenses, administrative expenses, and fundraising costs for Board review	1	2	3	4	5
11. Develop human resources policies and/or employee handbook	1	2	3	4	5
12. Develop volunteer policies and/or volunteer handbook	1	2	3	4	5
13. Develop risk management policies and procedures	1	2	3	4	5
14. Assess, review, and obtain appropriate agency insurance (other than health benefits)	1	2	3	4	5
15. Develop and/or implement a fundraising plan	1	2	3	4	5
16. Research and identify likely funders	1	2	3	4	5
17. Develop a common grant template	1	2	3	4	5
18. Develop an annual budget	1	2	3	4	5
19. Prepare cash flow project for financial management	1	2	3	4	5
20. Implement an accounting system	1	2	3	4	5
21. Prepare for and conduct annual financial audit	1	2	3	4	5
22. Develop financial policies and procedures	1	2	3	4	5

## Program design in place

23. Develop strategic plan	1	2	3	4	5
24. Assess equipment needs and purchase equipment	1	2	3	4	5
25. Design and implement new programs	1	2	3	4	5
26. Expand programs to serve more clients	1	2	3	4	5
27. Evaluate program goals and outcomes	1	2	3	4	5
28. Develop a system to track client service activities and results	1	2	3	4	5
29. Track client satisfaction	1	2	3	4	5
30. Develop a communication and/or marketing strategy	1	2	3	4	5
31. Train staff and/or volunteers to improve program services	1	2	3	4	5

## Community engagement in place

32. Design and conduct community needs assessment	1	2	3	4	5
33. Develop and update web site for general public information	1	2	3	4	5
34. Network or partner with other organizations	1	2	3	4	5
35. Develop formal partnership agreement with one or more organizations	1	2	3	4	5

36. Other – Please include any other High Priority capacity building issue not listed above that your organization intends to address: \_\_\_\_\_

## Section C: Capacity Building Focus

Review your capacity building assessment. Look for the needs and priorities above. Identify the greatest number of high priority needs you checked, and then select the one of the capacity building areas from the list below that most closely matches your priorities. This, plus Program design, development and evaluation will be the main focus area for your capacity building work during the year.

- \_\_\_\_ **Program Design and Development** – includes items such as curriculum development, program monitoring and/or evaluation of program outcomes

*In addition please select one of the following....*

- \_\_\_\_ **Leadership Development** – board composition and function, staff professional and career development, training and development of volunteers, succession planning.
- \_\_\_\_ **Organizational Infrastructure** – board governance, written policies and procedures, fiscal controls, comprehensive communications strategy, nonprofit Incorporation, grant writing training, systems: management, human resources, financial, information technology, planning.
- \_\_\_\_ **Community Engagement** – community asset mapping, community needs assessment, community outreach.

## 2010 Capacity Building Budget Form

**Organization Name:** \_\_\_\_\_

Capacity building project budget for the term of April 2010 through September, 2010. Please note that you are asked to prioritize the components of your proposed items based on the following scale. 1=High, 2=medium, 3=low

Capacity Building Expense Budget	Cost	Detail as needed	Priority
Consultants/Facilitators (Consider range of \$75-\$150)			
Training /Workshops/Conferences			
Mileage/Travel expenses (not to exceed IRS allowable)			
Legal Filing Fees (incorporations, 501c (3) application etc.			
Technology /Hardware purchases (e.g. computer printer internet access)			
Technology /Software purchase			
Software Training costs			
Equipment other (please detail)			
Salaries/Wages (please detail) (see sample on our website)			
Other capacity building expenses (please detail)			
Total			
Total Award Requested			

Total sub-award request may not exceed \$20,000

**Please attach a narrative budget to this document. This narrative offers rationale to each line item listed in your budget. Please include a statement at the end of the narrative that addresses the affect it would have on your organization if you are not fully funded.**

# 2010 Application Narrative

## Instructions

- Please provide a narrative response of 3-5 (double-spaced) typewritten pages to the questions below. Bullet point responses are acceptable.
- Include your organization name at the top of every page.
- Number each page.
- Type the question and then your response to the question.
- Please use a font size of 10, 11, or 12 and choose a readable print font (Arial, Times New Roman, Bookman, or Palatino for example).
- If you cannot answer a question, please type it and indicate that you do not have a response at this time.
- Please do not include attachments such as your brochure, newsletter, and newspaper articles and so on. These will be removed and shredded.

## Questions for the Narrative

1. Who is served, or will be served, by your organization? Please describe your clients or target population.
2. What are the specific services your organization provides now or intends to provide?
3. What are your qualifications/strengths, or the qualifications/strengths of your staff, board or volunteers, to address the critical human need you identified?
4. What is the proposed timeline for implementing your project?
5. What evaluation measures do you have in place, or intend to have in place, to count and assess your program's effectiveness in meeting the critical human need you identified?
6. What area of **program design** (see page 16 for ideas and see website for a link to Allowable Activities) do you plan to address in your organization if awarded this capacity building grant? Please identify at least one outcome and one indicator. The outcomes must be achievable and measurable within a six-month period.
7. Review the Baseline Section C of the application packet. What additional area will you focus on (i.e. Leadership development, Organizational Infrastructure or Community Engagement) and why? Please identify at least one outcome and one indicator. . The outcomes must be achievable and measurable within a six-month period.
8. Is there anything else you think we should know about your organization? If so, briefly provide the information.