Instructions for the 2016/17 Core Funding Application

GENERAL INSTRUCTIONS

Please follow the instructions for completion of the Core Application for Funding.

The application this year is in two electronic files. The file entitled 2016/17 *Core Application* is a Word file used for your program narrative description. You also have an Excel spreadsheet file named 2017/18 Budget Forms that contains the required fiscal forms. These files and an Instruction file are available at the funders' offices. If you use a printed version instead of the electronic, please double-check all of your calculations for accuracy.

Be advised that the funders support this core application, **however each funder may have different individual priorities and require different portions to be completed for that funder**. **Each funder may have specific penalties if required items are not included.** Please carefully review the instructions for the funders to whom you are applying. **Each funder requires an individualized application for each program**. The use of core items in the narrative and fiscal sections should simplify application for the same program to several funders.

CORE APPLICATION

Page 1 ***Table of Contents.***

> **Header**: Edit this Header. **Type** the name of your organization **and** the program name **and** the funder for whom it is being completed. The page # is already set at the bottom right of every page. This header will, once edited, appear on the top of every page of the narrative. NOTE: When you open the Financial Forms (MS Excel file), you will need to edit the header of each of those pages separately.
>
> Enter the name of your **Organization** and the name of the **Program** requesting funds. **Required information**.
>
> Use the **Table of Contents** as your Application Checklist. Enter an X for each completed item and **enter the page #** for its location in the application. **Required information.**

Page 2 ***Program Cover Page*.** **Required information.**

- Complete the indicated information for the requesting Organization.
- Complete requested information for the Program to be funded. **See specific Funder requirements for Program Funding Period.**
- State the **Priority Need Area** to be addressed in accordance with **specific Funder requirements.**
- **Brief Description of the program** should be as focused and brief as possible. **This is the summary used to describe your program.**
- Complete financial and statistical data summary.

IMPORTANT: To access the Excel box, move your cursor inside the box and double click. Enter all of the information in the requested areas, except for the cells in blue (formulas are

in place). To exit the box, move your cursor outside the Excel box and click once. Any changes made to information in the box are saved when the Word document is saved.

- **These numbers should not be duplicative of each other and should be a reasonable expectation, given the size and scope of the program.**
- **The client figures and amounts** used on this page **must be consistent** with those used later in the Narrative, Unduplicated Client Count, and Fiscal Sections of this application:
  - Summary of budget totals and request.
  - The estimated number of children to be served via individual services.
  - The estimated number of adults to be served via individual services.
  - The estimated number to be served via services in a group setting.
- **If the request has increased 5% or more, briefly explain why.**

The signing of the application by both the Chief Board Officer and the Chief Professional Officer for the Organization is required. Include one original signed proposal, and see specific Funder requirement for the number of copies required.

Page 3 ***Proposal Narrative*** begins (Do not change the 12 pt. Times New Roman font or any page settings.)

Section A*. Organization Capability** (Entire Section A not to exceed one page. ***Box will expand as you type.)

Complete the narrative items as indicated in the directions for each block within the stated page length for Section A. Although the boxes will expand as you type, address that item as concisely as possible and stay within the one page limit requirement.

A1 refers to the overall Organization.
A2 should reflect your organization and the areas of concern relating to the program in this application.

Page 4 ***Section B* - Program Need Statement** (Entire Section B not to exceed one page. ***Box will expand as you type.***)

B1 When completing this section, answer the questions as directly as possible. You are describing the specific unacceptable condition that is addressed by your program. Provide an accurate description of your target population. Provide data and references that this is a substantiated condition or situation in our community. **See specific Funder requirements.**

B2 When completing this section, make sure that you have carefully reviewed and surveyed existing programs in the county. Collaboration is expected to better serve the community and fill existing gaps in services. Please identify other programs serving this priority need and explain how your program will provide for additional services or serve additional clients. Unnecessary duplication of services is to be avoided. **See specific Funder requirements.**

Page 5 ***Section C* - Program Description** (Entire Section C, 1-6, not to exceed two pages. ***Box will expand as you type.***)

Stay within the page limit for the section. Be as specific and understandable as possible and focus on the indicated subject for each area. The end result of this section is to have a comprehensive understanding of what your program will accomplish in the community and how you intend to achieve your results.

C1 The priority needs posted on the cover page is linked to this section. Do not enter anything.

C2 Program activities and services description.

- Explain the activities, services, and general results to be provided by this program.
- Address the process and intended outcomes of the program. The reader should have a good understanding of client involvement from start/referral to finish/program exit.
- The expected outcomes and changes for the client and the community should be clearly stated. (Detailed Measurable Outcomes will be covered in **Section D**.)
- The client's choices, participation, and influence on service provision should be evident, as well as any cycle of activities that are program requirements.
- Follow up after exit from the program should be done to determine any long-term effect from activity involvement and impact from the program over time. This follow up should also be incorporated into program improvement efforts (Section G-Timetable).
- **See specific Funder requirements.**

C3 Specifically address how the unacceptable condition from **Section B1** will be reduced by the efforts of the program and involvement of the client. Describe how your program follows a recognized "Best Practices" approach (see definition on page 15), and show how the proposed strategies or program components are effective with the targeted population.

C4 Briefly describe the staffing requirements of the program. What skills and abilities are needed by the staff to make this program successful? Do you have specific people in mind for program staff? Information here should conform to that in the **Position Listing on the Budget Narrative Worksheet**.

C5 Describe how you propose to make the target population aware of the availability of this program. How will you incorporate other community resources in this process? How will you promote the program? Do you have community/program partners with signed agreements that will help in this area?

C6 What will you do to make the program accessible to the population that you want to involve? What will attract the target population to your program? What will keep them coming back?

Pages 6-10 ***Section D*** **– Program Outcomes and Activities Matrix** (*Not to exceed 3-4 outcomes. One matrix table per outcome. Each matrix not to exceed two (2) pages*)

Outcome: In general, a program should have 3-4 program outcomes. The Outcome indicates the measurable impact or change the program will have on the clients its serves. The outcome should detail the results of the services provided, not the services provided. Outcomes utilize action words such as maintain, increase, decrease, reduce, improve, raise and lower. Please incorporate the following into the outcome description:

* Direction of change
* Time frame
* Area of change
* As measured by
* Target population
* Degree of change
* Baseline: the number you will be measuring against

Example Outcome:
To decrease *(direction of change)* number of unexcused absences *(area of change*) of enrolled boys and girls *(target population)* by 75% *(degree of change)* in one year *(time frame)* as reported by the 2015-16 School Board attendance records *(as measured by). Baseline*: 2015-16 School Board attendance records for enrolled boys and girls.

Activities Matrix: The matrix is designed to identify specific activities the program will provide to achieve the stated outcomes. The matrix identifies: 1) the specific activity; 2) how often the service/activity is provided; 3) who, by position, is responsible to deliver the service/activity; and 4) expected change in client from providing service/activity. In addition, the matrix is designed to capture the evaluation of services provided: 5) indicator or measurement of change; 6) source of measurement; and 7) how frequently it is measured.

A separate PROGRAM OUTCOMES AND ACTIVITIES MATRIX needs to be completed for each outcome; each matrix should not exceed two (2) pages. Use a separate row for each activity and group activities under their related outcomes. To add more rows, if needed, simply locate the cursor at the last cell in the last row and press the "TAB" button on the keyboard. See examples provided at the end of the instructions.

IMPORTANT NOTE: Keep in mind when developing PROGRAM OUTCOMES that, if funded, these will be what you are accountable to accomplish. Also, the PROGRAM OUTCOMES should reflect the information described in the PROGRAM NEED STATEMENT (B.1.) All PROGRAM NEED STATEMENTS should flow from the MISSION & VISION. MEASURABLE OUTCOMES should be based on and measure program needs. Activities are the tasks you do to influence the outcome and impact the unacceptable condition in your PROGRAM NEED STATEMENT.

Program Outcomes and Activity Matrix EXAMPLES

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PROGRAM OUTCOME AND ACTIVITIES

Outcome: Increase academic performance as measured by pre and post tests from **Skills Bank** software and/or grade point averages for 75% of participants attending at least one month in the program. Baseline: Skills Bank – Pre-test upon entering program; grade point average - first grading period

Program Design & Task Management (Columns 1-4)

Evaluation Design & Data Collection (Columns 5-7)

1	2	3	4	5	6	7
Program Activities (what)	**Frequency (how often)**	**Responsible Parties (who)**	**Expected Outcomes/change (why)**	**Indicator Measurements (evidence)**	**Data Source (where)**	**Time of Measurement (when)**
Complete academic training exercises on Skills Banks Software	Five days a week for 1 hour per day	Tutors	Increase academic skills	Scores on Skills Bank	Skills Bank software	Bi-monthly
Provide assistance in completing homework assignments	Five days a week for 1 hour per day	Tutors	Increase in academic performance Increase in confidence to complete school work	School grades Completed homework assignments	Report Cards	9 week progress reports Daily log

PROGRAM OUTCOME AND ACTIVITIES

Outcome: Maintain the reduction in risk factors (by at least one) for a period of one year, for 90% of the families who have successfully completed the program as measured by the risk assessment tool. Baseline for 04-05 was 100%.

Program Design & Task Management
(Columns 1-4)

Evaluation Design & Data Collection
(Columns 5-7)

1	2	3	4	5	6	7
Program Activities (what)	**Frequency (how often)**	**Responsible Parties (who)**	**Expected Outcomes/change (why)**	**Indicator Measurements (evidence)**	**Data Source (where)**	**Time of Measurement (when)**
Provide in-home family visitations to provide family support (parenting skills) and referrals	1 hour once a week for 12 weeks	Home visitor worker	Increase parenting skills Family to receive proper services from outside agencies	Family observation	Family files	Monthly
Provide family counseling	2 hours once a week for 12 weeks	Social worker	Increase in family coping skills Resolve family issues	Progress in counseling Participation in counseling	Family files	Monthly

PROGRAM OUTCOME AND ACTIVITIES

Outcome: 85% of enrolled youth in the program for at least three months will not become involved with juvenile justice system as measured by reports obtained by DJJ every 6 months. Baseline: status of youth upon entering program

Program Design & Task Management
(Columns 1-4)

Evaluation Design & Data Collection
(Columns 5-7)

1	2	3	4	5	6	7
Program Activities (what)	**Frequency (how often)**	**Responsible Parties (who)**	**Expected Outcomes/change (why)**	**Indicator Measurements (evidence)**	**Data Source (where)**	**Time of Measurement (when)**
Provide after school tutoring	4 times a week for 1hour each session	Program Tutors	Increase in school grades and attendance	Better grades school attendance	Report cards	Every 9 week grade report
Provide anger management sessions	1 time every other week for 1.5 hours	Guest speaker – Counselor from xyz program	Increase ability to cope during stressful or confrontational situations	Completion of pre/post test indicating increase in skills Staff observation	Client files	Weekly (observation) Completed test (every other week)
Provide structured after school recreational activities including music, recreation, and computers	5 times a week for 2 hours	Recreation specialist Music Specialist Program director	Maintain active participation in program that provides a safe alternative	Consistent participation of youth in program for all 5 days	Sign-in sheets	Weekly review of attendance roster

Page 11 *Section E* **- Collaboration Listing** (Entire Section E not to exceed one page)

Your program is a part of the larger community, including home, neighborhood, and school, in which your clients live and function. Incorporate working with other organizations into your plan and make the best use of your combined resources. Plan these working relationships into your program with a clear understanding of what each program will bring into the process for the benefit of the clients being served. Your program resources are to benefit your community partners and the clients that they serve.

Page 12 *Section F -* **Unduplicated Clients**

IMPORTANT: To access each Excel table, move your cursor inside the box and double click. After entering the data, move your cursor outside the Excel box and click once.

Location Section - Provide counts for last fiscal year, current fiscal year, and projected fiscal year for the program.

The **Location** table requests information for the total number of unduplicated clients across the locations served by your program. The three sets of columns allow for entry of figures for the Last Fiscal Year (2014-15), the Current Fiscal Year (2015-16), and the Projections for the Fiscal Year for which you are applying (2016-17). This data allows for comparison between what was accomplished in the last complete year, what has occurred so far in the current year, and what you expect to achieve in the coming year for which you are requesting funds. **See specific Funder requirements.** While your program may not serve more than one county, this table allows for data entry by programs that cover multiple locations. Please be as accurate as possible with these figures, as the funders may require documentation.

Age Group Section - Provide counts for last fiscal year, current fiscal year, and projected fiscal year for the program.

The Age Group Section is similar to the prior section and allows for entry of unduplicated client data by individuals and by group for the same referenced timeframes. This data entry allows the funder to see the population that you serve broken into both age groupings and by individual or group based services. The data for those served as individuals and by group services should not be duplicative.

The **Totals Served** in both sections should match. **The figures from these sections must be in agreement with those used on the Cover Page and in the other Narrative sections.**

Page 13 *Section G.* **FUNDER SPECIFIC SHEETS**

REMEMBER TO CHECK INDIVIDUAL FUNDER INSTRUCTIONS FOR ANY FURTHER REQUIREMENTS OR ADDITIONAL FORMS

This is the end of the program narrative section of the application.

DEFINITIONS OR KEY TERMS USED

1. **Activities:** Describes the tasks that will be accomplished in the program to achieve the results stated in the outcomes. Activities utilize action words such as complete, establish, create, provide, operate, and develop. The activities should reflect the services described in the Program Description.

2. **Attachments:** Documentation generated outside your organization (e.g. audit, collaborative letters, and support letters).

3. **Best Practice:** Programs (or Program Components) that have been proven by high quality research test to be effective in reducing known risk factors and enhancing protective factors to ensure successful achievement of goals. Replicated with integrity will provide same results in community. (see also Focus Areas for further definition)

4. **Client:** An individual receiving direct face-to-face services from a program.

5. **Collaboration:** Two or more organizations working together toward a common goal. There must be evidence of collaboration with other organizations and programs in a way that promotes quality service delivery. Evidence should include completion of written cooperative Contracts containing shared measurable outcomes/objectives and detailed responsibilities.

6. **Needs Area:** A human problem or condition, which has been identified as a major community concern. For example, a needs area is “Child Abuse and Neglect”. A service or strategy designed to prevent the problem of “Child Abuse and Neglect” is the provision of crisis counseling.

7. **New Program:** An application submitted by an organization for new types of services which are not now being provided in the community or are not being provided by the organization and which are identified in a needs area.

8. **Outcomes:** Describes what you want to achieve with the target population. Indicates the *results* of the services you provide, not the services you provide. Outcomes utilize action words such as maintain, increase, decrease, reduce, improve, raise, and lower.

9. **Priority Needs:** Those areas of need, as identified by the Funder, as a priority to be supported by the Funder through the use of its funds or through technical assistance.

REMEMBER TO CHECK INDIVIDUAL FUNDER INSTRUCTIONS FOR ANY FURTHER REQUIREMENTS OR ADDITIONAL FORMS

Other Resources:

Grant Writing Tools for Non-Profit Organizations: www.npguides.com

Non Profit Gateway: www.nonprofit.gov

Free Florida and Federal Grants web site: www.freefedgrants.com

Community Foundation Locator: www.communityfoundationlocator.org/search/index.cfm

Grants for Non-Profit Organizations: www.freegovmoney.net

Daily Funding Updates, both Federal and Foundation:
http://www.fundsnetservices.com/Donors/notices07.htm

County Profiles: http://web.uflib.ufl.edu/fefdl/

Foundation Center: http://fdncenter.org/pnd/rfp/