

## **2010 Technical Assistance Fund Conference/Training Registration and Community Events**

The following instructions are designed to assist you in developing your proposal for technical assistance funds to support the cost of registration for conference & training events and Community Events. The maximum amount that can be requested for these activities is \$1,000. Travel, lodging and other incidental expenses are no longer eligible expenses.

Support for Community Events must be coordinated with the Children's Board Communication Team to assure alignment with our vision, mission and strategic priorities.

Applications must be submitted electronically using the Universal Application accessible through our website [www.childrensboard.org](http://www.childrensboard.org). Computers with Internet access are available to the public during normal business hours in our library. Attachments supporting your application may be submitted by e mail or mailed.

**Contact the Resource Development Team to discuss your proposal before starting an application.**

### **Universal Application Guidelines**

Complete the **Cover Page, Budget & Budget Narrative** and the **Summary** section of the Concept Paper only using the instruction given below.

**I. Agency Cover Page:** Provide requested agency demographics and contact information. You must complete all appropriate fields on this page before accessing the other sections. Use your organization's legal name and verify that all contact information is accurate. Your organization must be registered as a not-for-profit corporation with the State of Florida Division of Corporations at [www.sunbiz.org](http://www.sunbiz.org).

**II. Budget/Budget Narrative:** The Universal Application Budget summarizes the revenues and expenditures for the training or event proposed in your application. Note that the required budget is for the proposed project only – not your total organization.

Technical Assistance grants are awarded on a cost-reimbursement basis: you must spend the money and submit paid receipts for reimbursement. CBHC funds may only be used to support the cost of registration. No other expenses are eligible.

The Universal Application Budget has two columns:

- Column 1 (left side): detail the Total Program Budget for the proposed training or event, and
- Column 2 (right side): detail how you are proposing to use the CBHC portion of the budgeted expenditures.

**Revenues:** Include all funding for the activity you are proposing Total Program Budget column. List the amount you are requesting from the Children's Board funds on Line 1. Line 2 should include all other sources of funds. These could be funds from individuals, corporations or businesses, foundations and trusts, special fund-raising events, etc. In the budget narrative, detail the sources of revenue and indicate whether funds are committed or anticipated (i.e., fund raising), and the timeframe the funds are available. In Column 2, list the CBHC funds being requested in this application.

### **Expenditures:**

- Column 1 should include all expenditures for the project or activity you are proposing in your application.
- Column 2 includes all the expenditures for the CBHC funds you are requesting.

In most cases, expenditure for training and/or community events will be under operating cost. Provide specific detail in the narrative section as to the type of expenditure and amount for each line item requested.

**Overhead/Indirect Cost:** Overhead/Indirect Cost is not an allowable expense for Technical Assistance.

**Budget Narrative:** Your budget narrative should describe your revenues and expenses in detail. This is an opportunity to explain to reviewers of your application how you will be spending the funds you are requesting from the CBHC and from other sources for this activity. Describe how the figures were calculated and what items/services will be purchased with the dollars budgeted. Outline in-kind contributions to your proposal in this section.

### III. Concept Paper:

#### **Summary:**

Clearly and briefly state the purpose of your request, how you plan to use the requested funding, who will benefit, and the expected impact/outcome. Include a brief description of your organization and population you serve. Address how the proposed training/conference will increase your organization's capacity to do business, how this impacts the delivery of services for children and families and supports the overall mission of the CBHC.

If you are submitting a proposal for training or conference attendance include the following information in the summary section of the concept paper:

- What training/conference you are requesting funds to attend and how much are you requesting?
- Who will be attending and what is their role(s) in your organization?
- How will the information/knowledge gained be used?
- How will the information/knowledge be shared with others I your organization and the community?
- How will attending this training impact your organization and the overall mission of the CBHC?
- A copy of the conference/training brochure and registration must be submitted by email, FAX or mail as an attachment to your application.

If you are proposing hosting a community event include the following information in the summary section of the concept paper:

Name, date, times and location of the event.

Who is the target population?

History of event – how long has it been occurring, attendance, community involvement, etc.

What is purpose or goal of the event?

How will the community benefit by this event?

Describe your efforts to include the community, and other community stakeholders planning this event.

Describe your organizational capability to implement the proposal event.

**There is a 6000 letter limit so be brief and concise.**

### IV. Empowerment Evaluation Matrix: Not required

Children's Board staff is available to answer questions and provide technical assistance as you develop your proposal. Contact our Resource Development Team by e-mail or telephone during normal business hours.

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