

2010 UNIVERSAL APPLICATION GUIDELINES

Match/Leveraging Fund

Your application will be rated based on how clearly you are able to articulate the purpose of your request, how you will use the funds, and how your proposal impacts the CBHC vision, mission, and strategic priorities. The following is designed to assist you in developing your proposal. There is a 6,000 character limit for each section of the concept paper so writing clearly and succinctly is important.

Match Funds are available to not-for-profit and governmental organizations that provide service and supports to Hillsborough County children of all ages and their families. These funds are intended to bring additional resources into our community by leveraging local tax dollars. Proposal should align the CBHC vision, mission and strategic priorities. All funds are **one time** and **non-recurring**.

Applicants must submit documentation from the primary funding source of the grant award and required cash match **prior** to submitting a Universal Application. If appropriate, the CBHC will provide a letter of support indicating that funds are available to include with your application to the primary funding source. A letter of support from the CBHC does not commit funds to a project but may include an invitation to submit a competitive application to this fund. Ideas for match requests will be discussed by CBHC staff prior to letters of support being granted. Contact our Resource Development Team to discuss your project. Allow ample time for internal discussion and development of the letter of support.

Use the Universal Application for all grant requests unless otherwise stated in a funding announcement. The following information will help you identify the critical items you need to address in each section of the application. Applications must be submitted electronically. Computers with Internet access are available to the public during normal business hours in our library. Attachments, such as the original Request for Proposal (RFP) and your proposal to the primary funder, may be requested to support your application. These may be submitted by e mail or mailed to the Children's Board.

Contact our Resource Development Team to discuss your proposal before starting your application.

Universal Application Instructions

The Universal Application consists of four sections: Cover Page, Budget, Concept Paper and Empowerment Evaluation Matrix.

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. Make sure that your organization is registered as a not-for-profit corporation with the State of Florida Division of Corporations at www.sunbiz.org.

II. Budget/Budget Narrative:

The Universal Application Budget summarizes the revenues and expenditures for the project proposed in this application. Be sure the Agency, Program and Contract Period match the information provided on the Agency Cover Page. The CBHC also requires your agency's total annual income or budget for the most recent fiscal year.

Match grants are awarded on a cost-reimbursement basis: you must spend the money and submit paid receipts for reimbursement. Also, if your proposal is approved for funding you will be required to submit a more detailed budget.

The Universal Application Budget has two columns:

- Column 1 (left side): includes the Total Program Budget for the proposed project, and
- Column 2 (right side): details the Children's Board portion of the proposed budgeted expenditures.

Revenues: Include all funding for the project you are proposing. Indicate all sources of revenue in the Total Program Budget column. List 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.

Salaries: Calculate the salaries and wages for proposed staff working in the project you are proposing. Salary and a brief description of each staff person's contribution to the project should be provided in the accompanying budget narrative section.

Fringe Benefits: List all fringe benefits paid to project staff including FICA, unemployment compensation, workers' compensation, health and life insurance, retirement benefits, etc. Explain how the dollar amounts were calculated in the budget narrative section.

Contractual Services: List costs of services rendered to the Project by consultants and other Independent Contractors. Contracted services are primarily used for one-time or time limited activities. Contracted service should be defined in the narrative section including a description of the service or deliverable and proposed fee.

Occupancy Costs: Indicate the dollar amount budgeted for rent, telephone, utilities, janitorial, repairs and maintenance, and any other costs directly related to occupying a building or office space. In the narrative, describe the number of locations and square footage of each, as well as whether utilities are included in the lease amount.

Operating Costs: Indicate the costs directly related to the project you are proposing. These expenses may include equipment rental, postage, printing and copying, operating supplies, and any other expenses directly related to providing the proposed project. Provide specific detail in the narrative section as to the type of expenditure and amount for each line item requested.

Total Direct Expenditures: Sum total of Salaries, Fringe Benefits, Contractual Services, Occupancy Costs, and Operating Costs

Overhead/Indirect Cost: These are the administrative costs allocated to the program by the agency (if applicable) that are not directly attributable to program service. For example, contract and fiscal administration not charged directly to the project should be included in this line. **The overhead/indirect costs can not exceed 10% of the total direct expenses. Capital outlay expenditures may not be included in the calculation of the indirect cost. Additionally, indirect cost of up to 10% may be calculated on the first \$25,000 only of each individual sub-contractual service or subcontract.**

Total Operating Expenditures: Sum total of Total Direct Expenditures and Overhead/Indirect Costs.

Capital Outlay: This line includes capital expenditures for property. These are items, such as computers and equipment, which have a useful life of one or more years and a cost of \$500 or more. The Children's Board does not fund real property acquisition or building construction. List Capital purchases individually in the budget narrative with the estimated price per item. The agency must maintain insurance on the full insurable

value of capital goods purchased with funds provided by the CBHC. Provide quotes and estimates that support the capital purchases as attachments to your application

Total Expenditures: Sum total of Total Operating Expenditures and Capital Outlay.

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. Describe how the figures were calculated and what items/services will be purchased with the dollars budgeted. In-kind contributions to your proposal should be outlined 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, what is the expected impact/outcome and the amount of funding you are requesting. Address how your request impacts the Children's Board vision, mission and strategic priorities outlined in the Community Partnership Plan FY 2010.

A copy of the award letter, original grant proposal and Request for Proposal (RFP) must be included as attachment to your application. This information should help augment the information in the concept paper. Attachments may be sent to the CBHC by email, FAX or mail.

Target Population/Need Statement:

It is important to demonstrate knowledge of the population you plan to serve. Describe the characteristics of the children and/or families you will be targeting. Be as specific as possible in describing the risk factors, eligibility requirements and why/how this population was chosen. Estimate the number of children you expect to serve, indicate what percentage falls in our primary age focus of 0-8 and the percentage of children impacted that are in other age groups. Describe the type of services and supports you are proposing to provide, how the services will be accessible to the targeted children & families and where services will be provided.

Organization Capability:

A major factor in the success of any project is the capability of the organization responsible for the implementation. This includes the knowledge and experience of program staff, financial management experience and the mission and history of the organization. Prior successful experience implementing and managing (fiscal and programmatic) grants administered by the CBHC or other funders should be succinctly described in this section. Describe your organization's mission, vision, history and experience relevant to the project you are proposing.

Coordination and Collaboration

Seldom can a single program or provider meet all the needs of the community or recipients of their services. Address how you propose to coordinate and collaborate with others to fully meet the needs of the children and families you propose to serve. The CBHC supports the development of a comprehensive system of care for children and families in Hillsborough County. Collaboration means more than referrals between agencies. It's how you agree to work together in the best interest of the children and families you serve. Examples include formal agreements to share records, working together to coordinate services, case planning, and other strategies that eliminate duplication, improve services and/or outcomes for children and families. Describe formal and informal agreements you have developed with other system partners, service providers and organizations. If appropriate, include letters of commitment/support or memorandums of agreement as attachments to your application. Be sure to address how your request supports the development of a comprehensive system of care for children and families that includes community stakeholders and consumers.

Empowerment Evaluation Matrix:

The Empowerment Evaluation (EE) Matrix is a vital part of your application and should detail your project. Your matrix should detail what outcomes or results you are hoping to achieve, what activities you will be performing to reach your outcomes and how you will measure your desired results. The EE Matrix is your work plan and should

provide the details of how you will accomplish your objectives and meet your outcomes. Include the service methods you will be implementing, how you will evaluate your project and a plan for sustaining your work beyond the term of this grant. All funds are **one time** and **non-recurring**. Address how match requirement will be met in future years, if applicable.

EE Matrix training is offered as part of our funding workshops and it is recommended that you attend one of the sessions in order to better understand the process and help you develop a workable plan for your project. A schedule of the upcoming workshops is available on our website. Our website also offers reference materials, recommended reading materials and links to other websites that may be helpful to you as you develop your matrix. The CBHC library has materials available regarding empowerment evaluation and grant writing that may be useful. The CBHC library is located on the first floor of our office building located at 1002 E. Palm Avenue and is part of the Hillsborough County Library System. CBHC staff is also available to provide technical assistance to help as you develop your matrix. **Make sure you plan your grant request to allow ample time to meet with staff.**

Your outcomes for a match grant should be consistent with the goals, objectives and outcomes required by the primary funding source. If a formal evaluation process is required by the primary funding source, the CBHC will work with you to identify the shared outcomes in order to streamline the data collection and reporting process. You are strongly encouraged to meet with CBHC staff **prior** to applying for Match Funds to insure the project is consistent with our goals and mission.

Application Review Process:

Due to the current fiscal climate and limited resources all applications for FY 2010 funding will be accepted during two funding cycles. Deadlines are posted on the CBHC website. Technical Assistance and Match Funds are one-time and non-recurring. All applications will be reviewed and rated by staff and a Community Review Team in order to ensure the best projects are funded. We recommend that you submit your application as early as possible to allow our staff the opportunity to review it and provide you with feedback and technical assistance. We will only review complete applications that meet the minimum criteria.

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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