

2010 UNIVERSAL APPLICATION GUIDELINES

Technical Assistance Funds

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 instructions are designed to assist you in developing your proposal for Technical Assistance Funds. There is a 6,000 character limit for each section of the concept paper, so clear, succinct writing is important.

Technical Assistance 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 assist organizations build their capacity through strategic activities to strengthen their ability to operate effectively over the long term. Appropriate capacity building activities should focus on improving internal infrastructure in the areas of **Governance, Management, Finance and Fund Development**. Technical Assistance grants are not designed for salaries, direct service, grant writers, construction or renovations, or cost related to start up (program or agency).

Use the Universal Application for all grant requests unless otherwise stated in a funding announcement. The application is accessible through the CBHC website www.childrensboard.org. 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 supporting your application may be submitted by e mail or mailed.

We recommend calling our Resource Development Team to discuss your proposal before starting an application.

Universal Application

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 or activity proposed in your application. Verify that 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. **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. If you are requesting technical funds to support the cost of attending a conference or training event, CBHC funds may only be used to pay for registration. Training and conference attendance requests are limited to \$1,000 per organization per request.

The Universal Application Budget has two columns:

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

Revenues: Include all funding for the project or activity 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: Salary and fringe benefits are not allowable expenses for Technical Assistance Grants.

Contractual Services: List costs of services rendered to the program by consultants and other independent contractors. Contracted services are primarily used for one-time or time-limited activities. Define the contracted service in the narrative section, including a description of the service or deliverable and proposed fee. Details may also be provided by separate attachment. Attachments such as scope of services and consultant resume should be included, if applicable. Attachments may be provided electronically, FAX or hard copy

Occupancy Costs: Occupancy Cost is not an allowable expense for a Technical Assistance Grant.

Operating Costs: Indicate the costs directly related to the project or activity 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/activity. 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: Overhead/Indirect Cost is not an allowable expense for Technical Assistance.

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/estimates for capital purchases.

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. 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. Address how the proposed project will increase your organization's capacity to do business and how this supports the overall vision, mission and strategic priorities of the CBHC.

The summary should include a brief description of your organization, population you serve, and ability to successfully implement the project being proposed. The remainder of the application will allow you to provide additional information but this summary should leave the reviewer with a general overview of who you are, what you are requesting and the projected impact/outcome of the proposed project.

Target Population/Need Statement: Describe what organizational project you are proposing and how it impacts the vision, mission and strategic priorities of the CBHC. For example, if you are requesting assistance to buy computer hardware or software to upgrade your organization's fiscal/financial capabilities, address how this improvement effects and improves your organization's overall capacity to provide better service to the community (e.g., improved ability to manage grants, increased fiscal accountability, organizational sustainability).

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. If you are a new or grassroots organization, provide information on your executive director, staff and/or board of directors' background and experience that would support the successful implement of this project. Briefly describe your organization's mission, history and experience relevant to the project you are proposing. Describe any fiscal leveraging, joint funding, or in-kind contributions that will support this project and include any efforts you have made to obtain funding from other sources. If you are using a consultant, include documentation regarding their relevant background, experience and ability to complete the proposed work in the allowable timeframe. A resume should be included as an attachment to your application, along with a scope of service outlining the deliverables expected as a result of this grant. All consultants must be on the CBHC vendor list. To be added to our vendor list have the consultant contact the CBHC Resource Development Team.

Coordination and Collaboration: Describe your efforts to include the community, staff, consumers and/or other impacted groups in planning the project you are proposing. If applicable, include how your proposed project connects with county-wide initiatives. For example, if you are upgrading your agency's data management system, address your efforts to assure the system you are proposing is compatible and able to exchange information with other systems used by community agencies and funders (e.g. CBHC's data management system, cscForce).

IV. Empowerment Evaluation Matrix:

The Empowerment Evaluation (EE) Matrix is a vital part of your application; it 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 it should provide the details of how you will accomplish your objectives and meet your outcomes.

EE Matrix training is offered on a regular basis 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 also has materials available regarding empowerment evaluation and grant writing. 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. Remember, your EE Matrix is for the specific project you are proposing in your application, not your entire program or organization.

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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