

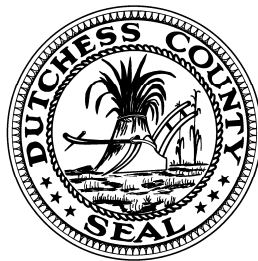
# Dutchess County

## COMMON GRANT APPLICATION

### -- 2010 --

This application has been jointly produced by a group of grant makers who want to:

- Foster a common language among funders and health and human service agencies;
- Reduce the work load on agencies seeking funds by reducing the number of required forms;
- Develop a format where funders can share information about programs that are jointly funded;
- Connect program's Outcomes to each grant makers' plan/indicators for the community.



**Dutchess County Common Grant Application**  
**Application for Program Funding**

**Please respond to all of the questions provided and use the appropriate attachments where indicated. As you will note, the focus of this application is not on your agency, but instead, on your customer. The questions deal with how you plan to impact your customers and what resources you will need to have that impact. The order of the application should be this application cover sheet, your narrative with questions and answers, common grant application's attachments in order (A, B, C, etc.), Budget Forms with Budget Narrative Attachment I, and then followed by any other additional attachments requested.**

**The grant makers who use this application each have very specific guidelines. Please check the guidelines under which the grantmaker to whom you are applying operates.**

CONTINUING FUNDING APPLICATION:	Yes _____	No _____
Date of Application:		
RFP Applied for ( <i>detailed on RFP</i> ):		
Name of Agency/Partnership:		
Address:		
Contact Person & Title:		
Contact's Phone & Fax:	P: _____	F: _____
Contact's Email Address:		
Name of Program for which You are Applying:		
Amount of Funding Requested:	\$ _____	
Est. Number of Customers Served by This Program:		
Geographic Area Served:		
Target Customer Description:		
One or Two Sentence Program Description:		
Executive Director's Signature:		
Board Chair's Signature:		

***Funder Use Only***

Date Received \_\_\_\_\_ Time Received \_\_\_\_\_

Please provide the following information in standard fonts (12 point plain font); do not italicize or embolden unless for title or emphasis). Use margins of about an inch. (Note: length of each section does not correlate to scoring weight). Be sure that you are not missing pages: this application contains a cover page, 6 narrative topics (below), and at least 9 attachments.

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## 1. PROGRAM/PROGRAM OUTCOME DESCRIPTION

**A. If you want to add a more detailed program description than completing Attachments B and C, outline the key components and anticipated results of your program here.** (Add no more than one page).

- Complete *Attachment B - Logic Model*.
- Complete *Attachment C - Outcome Report Form* projecting targets in number and percent for the upcoming grant period.

**B. How do you know your program will address the need(s) and desired Outcomes outlined in the RFP?** Please restate the desired need, outcome or goal to be addressed and choose one of the following (I or II):

- I. It is a research-based program<sup>1</sup> that has worked well in other areas. Please share information/data on the model, including a website address. State any changes you propose to make (or have made, if this program already exists at your agency) to the outcomes, customer set, curriculum, measurements, goals, measurement tools, activities, etc.
- II. Your agency has designed this program based on previous knowledge of what works for your customers with this particular need, and/or on knowledge of best practices in the field. Elaborate.

**C. Briefly describe any program enhancing collaborations that are part of this program.** Attach letters of collaborative agreement, as your grantmaker requires.

**D. If this program is new to your agency, please detail the timeline/work plan which you will use to institute the program.** Include target dates for hiring staff, recruiting customers, and initial implementation of the program. Note when you expect to begin showing progress towards your outcomes.

## 2. CUSTOMER DESCRIPTION – About one-half of a page

**A. How will you recruit customers (i.e. marketing or advertising strategies)?** If desired, use this space to enhance your description of your customers beyond Attachment A.

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<sup>1</sup> Research based practices: The process of reviewing, assessing, and applying proven strategies to address data-determined needs. "Research is about testing out ideas, drawing conclusions, seeing whether these conditions hold true at different points of time, and knowing they hold true in different situations." – Dr. Sheldon H. Horowitz

**B. How will you retain your customers?**

**C. The cost to the customer of this service is: (Check all appropriate):**

\_\_\_\_\_ Free

\_\_\_\_\_ Scholarship

\_\_\_\_\_ Fixed Fee Based

\_\_\_\_\_ Insurance

\_\_\_\_\_ Sliding Fee Based

\_\_\_\_\_ Donation/Contribution

**D. Complete Attachment A - Customer Demographics.**

**3. PROGRAM MONITORING AND EVALUATION – About two pages.**

**A. PROGRAM MONITORING (i.e. on-going during the program year).**

- Explain your on-going program monitoring process. How do you monitor your program? How often? Who is responsible for the monitoring, and with whom do you share the results?
- How is the monitoring process utilized to improve the program and ensure its success? Describe the process for adjusting the program based on the monitoring results.
- If this program exists at your agency already, cite specific improvements you have made in the past, or will be making this year, or state why things are successful as is.

**B. PROGRAM EVALUATION (Annual review of total program year.)**

- Explain how you will measure the success of your program and what determines success? Elaborate on the measurement tools selected, including how and when they will be utilized. Refer to attached copies of measurement tools where possible (pre-post tests; etc.).
- Describe what happens after the outcomes are measured: who reviews and with whom the data is shared.
- Describe the process for customers, staff, volunteers and board members to evaluate the program if not involved in the above process already.
- If this program exists at your agency already, include data on recent achievements (trend data), using *Attachment D – Outcome Trend Data*.

**4. ORGANIZATIONAL INFORMATION – Up to a half page, not including Chart.**

**A. Describe what your agency does. Include your mission statement.**

**B. Attach an Organizational Chart for your agency with this program included.**

**5. STAFF, VOLUNTEERS AND BOARD MEMBERS – One to two paragraphs.**

**A. How are program staff screened and trained?** - One to two paragraphs.

- Screening – note any interviews and background or reference checks.
- Training – note the length of training, if a formal curriculum is used, if any exams or certification are required and any supervision or follow up training is provided.

**B. How are program volunteers screened and trained?** - One to two paragraphs.

- Screening – note any interviews and background or reference checks.
- Training – note the length of training, if a formal curriculum is used, if any exams or certification are required and any supervision or follow up training is provided.

**C. Complete the following charts:**

- *Attachment E- Program Staff*
- *Attachment F – Board List.*

## 6. MISCELLANEOUS

**Optional:** After consulting the guidelines provided by your grantmaker, are there other items you wish to share about your program?

## 7. BUDGET INSTRUCTIONS

**DISCLAIMER: Your Request for Proposal (RFP) Overview may include fiscal eligibility directions that supersede these generic general guidelines.**

**A. Complete the following:**

- *Attachment G – Agency Budget*
- *Attachment H – Program Budget*
- *Attachment I – Budget Narrative Answers*

**Follow these instructions carefully as you complete Budget Attachments G and H and Budget Narrative Attachment I.**

Use the following directions to briefly describe the expenses in each budget category. **NOTE: YOU DO NOT NEED TO INCLUDE THESE INSTRUCTIONS IN THE BUDGET NARRATIVE.** These directions have been developed jointly by the CGA funders.

The detail requested is essential to expedite the contract process if an award is granted. Accuracy and completeness are critical.

**Make sure:**

- All items included in the budget are directly related to the services to be provided.
- All expenses will be incurred within the contract period.
- Staffing is consistent with the RFP requirements.
- All costs, including the amount requested, are within County funders' guidelines.
- All shared costs are pro-rated.
- The grant share and other funding sources shares for each cost are identified.
- All budget row and columns add up correctly.
- The cost of items comprising each budget category is identified in the Budget Narrative Attachment I.
- All amounts listed on the Program Budget Form reconcile with the relevant Budget Narrative Attachment I.
- The total Amount Requested from this Funder agrees with the amount requested on Application Cover Page.

## **B. INSTRUCTIONS FOR BUDGET CATEGORIES**

### **Personnel**

On Attachment H Projected Program Budget for Grant Period Personnel Line, list all current staff positions for which a part of the salary is charged off to this grant and the salary(s) allocated across funding sources. Indicate the total fringe cost for all personnel. Make sure you have listed all of these positions on Attachment E Program Staff.

An individual's percentage of time on a program (or programs) cannot be more than 100 percent.

If the proposed program is currently operational, provide information in the Budget Narrative Attachment I on the percentage of salary raises, if any, included in the requested budget. Justification must be provided for raises: e.g., faculty/union negotiated.

If you anticipate cost of living or merit raises during the contract year, include the increases in the base annual salary charged to project, and note the effective date of the raise.

Salaries charged to the program are generally calculated as a percentage of annual salary (total cost of salary = annual salary X percent of time on program). In certain instances, it is allowable to use an hourly rate or per day rate. In such cases, show the complete calculation (e.g. hours x rate) under base salary.

### **Fringe**

**Note: not all funders reimburse fringe —See your RFP overview and for allowable rate**

Show the fringe benefit rate on Budget Attachment H.

In the Budget Narrative Attachment I, describe your agency's fringe rate and what benefits are included. If the fringe benefit rate(s) varies show the positions to which rate(s) apply.

### **Contractor/Consulting Services**

This category includes costs for institutions, individuals, or organization external to the agency that have entered into a written agreement with the agency to provide any services outlined in or associated with the program proposal, and whose services are to be funded under the program budget. All consultant arrangements, including purchase of service agreements to provide any services outlined in or associated with the project, must be by written agreement.

**Note:** Consultant agreements for \$15,000 or more must have prior written approval by Dutchess County. Payment for subcontract costs is contingent upon Dutchess County approval. Any series of subcontracts with one organization or individual whose total is \$15,000 or more is also subject to prior approval by Dutchess County at the point that the total for the series of agreements exceeds \$14,999.00.

In the Budget Narrative Attachment I, explain the need and/or purpose for the consultant services. Use of consultants must be fully explained and justified. Identify the services that the consultants will provide, and explain why they must be used. (Note: Copies of written agreements will be required if contract is awarded.)

Provide number of consultant days and daily rate. Also, state if consultant travel, meals and lodging costs are included in the daily rate. If not included in daily rate, itemize these costs where the program is reimbursing travel costs to the consultants. Use the same format as used in "Staff Travel" but include in "Consultant" category and not in the "Staff Travel" category. Consultants are restricted to IRS travel rates if the travel is not included in the daily rate. Exceptions may be made only with prior written authorization from Dutchess County.

Justify any rates over \$300/day.

**This category includes rental and leasing of equipment.** Only the pro-rated portion of the entire expenditure that is related to the proposed Program will be allowed.

**Equipment Rental:**

- Clearly describe item(s). Include model # and specifications if possible.
- Indicate term and rate of rental.
- Provide a justification for the rental of all equipment.

**Vehicle Lease (See RFP Overview if allowable expense.)**

Vehicle lease for participant travel, when such travel has been approved by Dutchess County, must be programmatically justified. In the Budget Narrative Attachment I, explain the purpose of travel, # of participants, estimated miles, and frequency (ex. per day, per week). Be as clear as possible in explanation of need and cost. Show the percentage of time the vehicle will be used by the project and only include requested funds for this percentage.

**Travel**

In the Budget Narrative Attachment I, explain which staff will be traveling and the destination, purpose and frequency of travel. Dutchess County bases travel reimbursements on the latest approved policies and rates set forth for Dutchess County staff.

List the mode of transportation for local/day travel (e.g. subway, personal auto); include purpose, destinations, number of staff, mileage rates if applicable, and total cost.

For extended travel, list the following for each trip: destination, length of stay, purpose, number of travelers, mode of transportation and unit price, anticipated local costs (cab fare, car rental, subways, parking, etc.), meals and lodging costs.

Budgeting for travel costs may be based on the following:

- Transportation - for air travel, train, private vehicle, bus, and taxi, base costs on projected expenses.
- Dutchess County rates for automobile use are IRS rate per mile.
- Parking fees and Thruway Tolls - budget for projected expenses.
- Lodging and meals - budget for projected expenses.

Conference attendance costs must be justified in the Budget Narrative.

All out of state travel must be pre-approved by the County.

**Reminder:** Consultant travel should be included in the Subcontractor/Consultant category, not under Staff Travel. Program participant travel, if allowable, should be included in the “Other” category or in “Subcontractor” category if it involves a lease or subcontract.

## **Equipment**

**Note: Some funders have a different definition/dollar value for equipment – See RFP overview.**

For Dutchess County contracting purposes, equipment is defined as tangible personal property having a useful life of more than two years and an acquisition cost of \$1,000 or more per unit. Purchases cannot be broken up into allotments of less than \$1,000 to avoid being classified as equipment. Equipment needed to meet the program objectives may be either purchased or rented whichever is more economical. Any budget requests for equipment purchase with grant funds must be fully explained and justified by program need.

If equipment purchases are approved, documentation of three telephone bids is required for all items of \$1,000 to \$5,000. Items of \$5,001 or more require three written bids.

In the Budget Narrative Attachment I, justify all equipment purchases. Itemize any equipment to be purchased or rented by type and cost. Explain the program function and need for all items. Be as specific as possible. Clearly describe the item and itemize cost. If the item is to be used by more than one program, the cost must be pro-rated.

Equipment rental should be included in Contractual Category.

**Cars or vans cannot be purchased using contract funds without specific written approval from the County. They may be leased if required for program operation. If vehicles are leased, the costs must be listed under Contractual/Consultant section of the budget.**

## **Supplies**

**Supplies are those items consumed during the term of the contract.** In the Budget Narrative Attachment I, list major supply items (office, program, etc.) and justify these in terms of number of staff and programmatic functions.

- Describe items to be purchased. Include the cost per item and number of items if available.
- Provide details showing how estimated costs were developed.

## **Other Expenses**

**Other also includes items that are directly related to the services to be provided, but that are not specifically included in the aforementioned categories.** These items may include: shipping, delivery and messenger services, insurance, materials development costs, advertising costs for recruiting new hires, books, journals, periodicals, computer time, library services, audio-visual services, keypunch services, facility rental, off-site rental, program refreshments and program participant travel.

Information on these costs, including how the estimates were calculated (e.g. cost per hour, cost per page, cost per square foot, etc.) should be provided in the Budget Narrative Attachment I.

Participant travel, when allowable cost under the provisions set forth below under Allowable/Non-allowable Use of Funds, must be fully justified. Explain the purpose of travel, number of participants, estimated miles, and frequency (ex. per day, per week).

**Staff Training**

Describe here any costs for routine staff training. Do not enter here any costs associated with conference attendance which should be described in the Travel Category.

**Insurance Coverage** – Describe the types of insurance to be reimbursed by this grant and any pro-ration justification.

**Occupancy**

These costs include real estate rental and utility and heating fuel costs. Only the pro-rated portion of the entire expenditure that is related to the Program will be allowed. Provide the explanation in the Budget Narrative e.g. the full cost of the rent (\$1,000) x the % of space related to program (25%) x 12 months = \$3,000).

**Dues to National or State Affiliates**

These costs include funds paid for dues to national or state affiliate organizations. Only the pro-rated portion of the entire expenditure that is **directly related** to the proposed Program will be allowed.

**Client Costs/Funds to Customers**

Includes wages, stipends, incentives, client mileage, client meals, client supplies, etc. Participant payments, when allowable cost under the provisions set forth below under Allowable/Non-allowable Use of Funds must be fully justified. Explain in the Budget Narrative Attachment I the purpose of payments, number of participants, and frequency (e.g. x. per day, per week).

**Printing Services**

These costs may include audio-visual and print production costs, reprint permissions, reproduction, and photocopying costs. All agencies and subcontractors must make reasonable efforts to secure the lowest responsible bidder for printing services. In instances where a printing job is in excess of \$5,000, documentation that shows that the lowest cost source has been used must be provided with the payment claim.

Please note that program outreach materials need to be approved by Dutchess County prior to use or distribution.

**Indirect Costs**

If your RFP allows reimbursement of Indirect Costs, it will be explained in the RFP overview.

### **Non-Allowable Use of Funds**

The following are items that cannot be included as funded costs within the program budget:

- capital expenditures such as acquisition, construction or structural renovation of facilities;
- advertising costs, except for recruitment of project personnel, program outreach and recruitment of participants, or the procurement of scarce items;
- entertainment costs, including social activities for program and staff, unless directly associated with the project;
- costs of organized fund raising;
- costs for dues, attendance at conferences or meetings of professional organizations, unless attendance is necessary in connection with the program;
- costs for preparation of continuation agreements and other proposal development costs.