Arrowhead United Way
2010-11

GRANT APPLICATION INSTRUCTIONS

This instruction booklet is intended to guide you through the Arrowhead United Way (AUW) Grant Application. **Please read through all instructions carefully before completing the application.** Volunteers will be reviewing many applications, so accuracy and completeness throughout the process is very important.

After you have read this instruction booklet or at **any time** while you are completing the application, **feel free to call Rebecca Martin at the Arrowhead United Way office at (909) 884-9441 x223 if you have questions or need further assistance.**

REQUIRED TRAININGS: Attendance at an entire Grant Application and Outcomes Training session is required to be eligible to apply for AUW funding. Information regarding these trainings and the RSVP form are on the AUW website: www.arrowheadunitedway.org

These trainings will be briefly address the 2010-11 AUW Grant Application form and answer questions related to the application form and review process. However, the bulk of the training sessions will be to learn about program outcomes. Agencies not previously funded by AUW will be required to meet with AUW staff to discuss the AUW Grant Application and their program.

The Outcomes portion of the trainings will be to review the type of outcomes information that AUW will desire to be included in the Grant Application program descriptions. This is not a general outcomes training but is specific to AUW's desired outcomes and AUW's Grant Application form.

ALL APPLICATIONS via mail or delivery must be submitted by 5 p.m. on

February 2, 2010 at:

AUW offices 646 North "D" Street,

San Bernardino, CA 92401.

THERE WILL BE PENALTIES ASSESSED FOR LATE AND INCOMPLETE APPLICTIONS!

GENERAL INFORMATION

The 2010-11 Arrowhead United Way (AUW) Grant Application represents a strategic approach for AUW to fund programs in the community that target specific community issues approved by the Arrowhead United Way Community Impact Councils, Community Impact Cabinet and Arrowhead United Way Board of Directors.

It is the desire of AUW that through this process the funds raised by AUW will more than ever improve lives and make lasting community change. Accountability to our donors is the assurance that, agencies in which we invest our funds must be fiscally sound and managerially effective. It is to that end that this application and funding process was developed.

Deadline for ALL APPLICATIONS is by 5 p.m. on February 2, 2010 at: AUW offices 646 North "D" Street, San Bernardino, CA 92401.

PENALTIES WILL BE ASSESSED FOR LATE AND INCOMPLETE APPLICATIONS!

If your program(s) are selected for funding, funding will be for the period of July 1, 2010 through June 30, 2011, contingent upon the performance of the agency and agency program(s). *Submission of an application does not guarantee funding.* Agencies must apply for funding for their own programs.

ACCESS TO THE APPLICATION

The 2010-11 grant application form, instructions and additional information are all available for download on the Arrowhead United Way website, www.arrowheadunitedway.org. Listed below are additional items available on the website that will be helpful when completing the application form. You may find it helpful to print these out and keep them handy when completing the forms.

2010-11 Grant Application Form (Word Document)

2010-11 Grant Application Instructions (pdf)

2010-11 Agency Funding Timeline (pdf)

2010-11 Funding Criteria (pdf)

Application and Outcome Training RSVP Form (Word Document)

New Focus Area Outcomes (pdf)

Agency Information & Facts (pdf)

Getting Started

Begin by downloading the application form and saving the application form as your own document. It is recommended that after completing the first two pages that you save the document for each program you intend to apply for funding for. You can move through the document by using the tab key. The application forms are formatted as text boxes. Simply use the tab or arrow key to move from cell to cell and type your information. For the program descriptions **it is preferred that you stay within the space provided.** Fonts should be already programmed in Arial or Times New Roman font, no smaller than 9pt.

Second it is recommended that once the files are saved for each program you should immediately insert the agency name and program name beginning on page 4 in the header of the document so this information will be on each page. *(Double click on the header beginning on page 4 and use the tab button to move to the appropriate space to type in this information.)* This will clearly identify your program, should any pages become separated in the future. **You will need to resave this document for each program you are applying for funding for from AUW.** Use the tab or arrow keys to move the cursor through the document and as always, remember to ***SAVE FREQUENTLY!***

STEP BY STEP

These instructions will walk applicants through the application, page by page. It may be helpful to follow along, step by step, as you complete the application. The instructions may seem simple and repetitive for some of you, while others may need this information to complete this application.

The final step, once everything is completed is to make **10 sets of your request, 3-hole punched clipped not stapled (one with original signatures and 9 copies) per program**. The number of copies required also appears in the application form at the top of the signature page (Page 2). You will need to provide attachments as noted on page 11 of the application.

Cover Page – Important Note

ALL applications for the 2010-11 funding cycle are **due on or before the Tuesday, February 2, 2010 @ 5:00 p.m.** Please make a note of this important date. As noted in the 2010-11 Agency Funding Criteria document, there are other requirements to be eligible for AUW funding. Please review all information to be informed about other requirements. You may view this information on the AUW website www.arrowheadunitedway.org .

Page 1 – Grant Application Check List

This list is to assist with ensuring that most of the necessary attachments and finishing steps to complete the application were followed.

Page 2 - 2010-11 Application Form / Signature Page

This page should be completed with the information requested. The top half of the page is fairly self-explanatory. Again, this is in a table format. Simply move the cursor to the appropriate space with the tab key and click in the cell of the table to enter the information requested.

Near the center of the page, you need to identify all of your agency's program(s) that are being submitted for funding. You will need to select one AUW Focus Area for each of your programs you will request funding for. You will find descriptions of these focus areas in the AUW Focus Area Outcomes document. The focus areas are:

- **Youth Services**
- **Family Services**
- **Basic Needs**

Choose **ONE** focus area that best fits each program. Many programs may overlap into more than one focus area; you will need to determine the most appropriate "best fit" based on the main focus of the program.

New programs that are being submitted for funding are limited as identified in the 2010-11 New Program-Focus Area Outcomes document.

Once the entire application has been completed and reviewed, this page should be signed by the Executive Director of the Agency and Chief Volunteer Officer/ the Board Chair at the bottom of this page. These signatures acknowledge that all information in the application is true, accurate and complete. (One original and 9 copies need to be submitted for each program.)

Page 3 – Board Governance
This section mandates a concise description of the involvement and support of your agencies Board of Directors. Please answer the questions accurately and completely.

Page 3 – Program Description Introduction
This introduction to the program description portion of the application expresses the importance of providing a clear concise description of the program you are requesting funding for in order to give the reader a "picture" of what the program does and how it is impacting the community.

Page 4 – Program Description
This page asks you to describe the program and its specifics. This is your opportunity to spell out how the program is going to address the needs of the clients and the conditions they face. **Please describe the programs in a clear and concise manner as this may be the only opportunity for the reader to "see" how your program operates, readers may base their funding recommendations on this information.** Provide information on what the client experiences in the program from beginning to end. **This should include:** days and hours of operation, an average number of times a client may receive services, how are clients aware of your program, who refers clients to your program, client conditions and any other information that will give a clear description of the program, and how this program contributes to the community as well as the priorities identified by AUW. Spell out why your intervention is required and the scope of the problems being addressed by your program.

Abbreviated Example: *1) Staff creates relationships with area employers that are willing to mentor high school teens in job-training internships. Then staff screens potential program participants for current career interests, hobbies and life interests & places participants in appropriate internships to increase their knowledge of various career opportunities in the community. Staff and employer sites evaluate participants on an ongoing basis. Participants are matched with a Staff Mentor for one on one sessions once every two weeks and group interactions 1 x per week for 3 a month time frame. Participants participate in a combination of one-on-one counseling sessions and small group training meetings with other youth in various situations. Progressive continuing education sessions and newsletters are delivered every two months that provide a vehicle for continued support and encouragement. After the 3 month internship employers and student interns are able to choose another participant or location for an additional 3 months. Evaluations are done at the beginning and ending of each 3 month session for employers and interns to determine how they feel about the match and skills they used or learned.*

Page 5 – Program Evaluation
One of the key purposes of measuring program outcomes is the ability to use the information gained to improve the program and its services to better meet the needs of its clients. This description should include: What identified goals and results does your agency want for your clients that participate in this program? How will you know if you achieved these results? Provide types of client successes that demonstrate your programs effectiveness.

Page 5 – Budget Narrative
Explain why and how AUW funds will be used and why it is important to your agency. Explain how the program will continue if AUW does not provide the full amount requested how it will impact your program and how the program will continue with reduced funding. If AUW funding is used to leverage additional funds, please specify which funding source is leveraged and how it is matched. If AUW funding is new or continued for your agency please provide an explanation of how this funding impacts and or improves services for this program.

Page 6 - Program Improvement

What actions does your agency take to assess your program? How are improvements made, how does the agency promote continuous learning and how often are program outcomes reviewed. Explain how outcomes data is used to improve program services.

Page 6 - Program Logic Model

In planning what your program will do and how it will be accomplished a logic model can assist with plotting out the course your program may take or to evaluate what needs to be in place for the program to operate. These are just examples of what may be included in a logic model but do not include all possibilities. Definitions are to give you an idea what each area focuses on.

- INPUTS – Are the resources needed for operation of the program.
- OUTPUTS - Are needed to describe the program activities (when, how many, how much, who, how often) they include the quantity and details of program strategies that produce the direct program results.
- OUTCOMES – Are the desired changes in the participant because of your program.

INPUTS	OUTPUTS	
Program Investments	Activities, Services, Events	Who, What, When, Where, How
- Staff time/how many - Buildings/facilities - Money/Funders - Supplies - Brochures - Volunteers Time - Equipment/Computers - Participants	- Workshops - Counseling sessions - Facilitation - Media - Trainings - Meals served - Shelter nights	- 400 Participants- how often - 80 Families-for what - 242 Users-# times a month - 80 Customers-for ? years - 500 Donors- how much $ - 500 Volunteers - 6 Other agencies

Stating what changes you anticipate for the short to long term in your participants will help to logically plan what conditions and services you will need to provide or where you will need to refer participants to continue their improvement or to accomplish their/your goal if desired.

OUTCOMES – Client Results Include – Indicator measurement: # of participants, % of successful participant data and time frame.		
SHORT TERM 3-6 months	MID-TERM 6-9 months	LONG TERM 1 year
Learning changes that happen early or immediate in the target population: - Attitude - Opinions - Knowledge - Skills - Aspirations	Changes in actions based on Short Term changes that occur beginning with: - Behavior - Practice or - Decisions	Long term intended benefits expected from the client based on Mid Term changes. Outcomes focus on changes in: - Condition - Actions - Altered status
Example: Of the 100 students participating 75% increased their test score by 50% in a 3 month timeframe.	**Example:** Of the 100 students 50% increased their study habits (studying, reading, going to tutoring) by 50% in 6 months.	**Example:** Of the 100 students 60% improve their grates by two points (40%) within the school year (10 months).

ASSUMPTIONS:	What you believe will occur.
- Students that have a positive experience will be more likely to set higher goals - Clients that provide service for goods they receive are open to other types of assistance or counseling. - When taught at an early age about nutrition wise choices become a natural response.	

EXTERNAL ACTORS:	That influence results.
- Negative/positive surroundings - Friends - Family - Culture	- Employment status - Gender - Financial Situation - Support systems or lack of

<u>Page 7 – Client Outcomes</u>

You must identify <u>one</u> AUW focus area this program aligns with: Youth Services, Family Services or Basic Needs. Then select two AUW outcomes that this program aligns with. See the Focus Area Outcomes document. The primary outcomes should come from the selected focus area but outcomes can cross over focus areas. In order for a program to claim success in improving the lives of the people it serves, a measurable change in condition, status or behavior <u>of the client</u> must occur. **Without some measurable verification, there is no evidence that the recipients are benefiting from your service.**

Describe the Program Goal: Please state what is the goal of this program. What do you want to accomplish with this program? What is the change you want to occur for the clients participating in this program?

AUW Outcomes: Identify two AUW "Outcomes" that align with this program. AUW identifies specific outcomes that are to be used in this section. Pick one for each section from the AUW Focus Area Outcomes document. The same outcome may be used for both sections but with different measurement indicators provided by your agency.

Measurement Tool: How will you collect the data that you will use to measure the success of your outcomes? Identify this process. (EX. Surveys are given to clients when they enter the program and then reassessed every two months and at discharge. Attached is a sample survey form.) Attaching a copy of the tool being used to each program application will give the reader an understanding of what questions the client is being asked and how data is collected.

Current Program Evaluation/Indicator and Results: What are you <u>currently</u> measuring? What are you currently tracking to obtain your program results? This should be the <u>actual number and/or percent of clients that have achieved the targeted outcome</u> from 7/1/09 through 6/30/10.

Example 1) During this 6 month timeframe of the 85 youth participating, 64 (75%) listed more careers of interest to them at the end of the program than at the beginning of the program.
Ex. 2: 75% of 45 participating families will improve financial management skills by 55%.

Program Indicator Measurements: What results from your program do you want to <u>propose</u> to measure for the 2010-11 funding year? This statement will say what success you are <u>projecting</u> to measure and what results you <u>anticipate</u>. Begin by considering what else you want to know about the results of your program or what new goal you would want your client to achieve or do <u>differently</u>. If you are a currently funded agency you may change the indicator from what you are currently measuring for the next funding cycle. This benefit would be to improve on what you are currently collecting and measuring in order to realize a greater impact for your clients and greater knowledge for your agency.

Ex. 1: 75% of 100 participating youth in AUW service area will develop expanded understanding of how to attain their career choice requirements by 50% compared to their knowledge upon entering the course three months prior. Ex. 2: 80% of 200 families will develop and implement a spending plan, in a two month timeframe, including savings and debt-reduction goals.

Importance of indicator measurement: Explain why it is important to measure this program indicator. What is the impact in our community? Who does it affect? Why is it important? Example: Based on the most recent high school trends and county statistics for youth in this client population the county anticipates a 50% increase in students who will not select a career after high school or pursue a college education and a 25% increase in high school drop outs. Involving vulnerable youth in career matching programs will help them develop a goal and attainable possibilities for future education and employment. This is important to assist youth with employment options and help them prepare for adulthood, to be self supporting and independent.

Page 8 – Program Budget

Provide all information for the program in AUW service area. Provide a count of all staff, other sources of funding and expenses that relate to this program's operations in AUW service area. This budget should reflect ONLY the expenses and revenues for the program in AUW service area. Current figures should reflect actual & proposed budgets for the July 1, 2009 – June 30, 2010, and "proposed" figures should reflect the anticipated expenses and revenues for the NEXT fiscal year of July 1, 2010 - June 30, 2011 with AUW funding. Here, when including the number of full time equivalents (FTE's), it should be ONLY those that are associated with the program in the application and in AUW service area.

Page 9 – Program Statistical Data

This information should only be those unduplicated clients served in AUW service area. Provide the total number of unduplicated clients served in this program and break it down by age, gender, ethnicity, and income level. All totals on this page and should match the numbers provided on page 11 Zip Code/Cities data.

Page 9 - Economic Trends

Additionally, you are asked to comment briefly on any trends that have been identified within this program population. This information provides a clear picture of who the program has served and if any changes are occurring within that population. This data will support an increase/decrease in client numbers projected on this page and page 11.

Page 10 – Zip Code Data

List the actual and proposed **unduplicated NUMBER** of clients served during the period of July 1, 2009 through June 30, 2010 and projected for the July 1, 2010 through the June 30, 2011 funding year. Do not include information for areas outside of AUW service area. The cities and zip codes provided are those of AUW service area. The program information you submit will provide a basic picture of the geographic area served by the program and is a value in determining what areas may be underserved.

Page 11 – Attachments to Include

One copy of the current Board of Directors Roster attached to each grant application

Optional: One copy attached to each application of the form used to collect the indicator measurement data as noted on page 8.

Attachments: Four Separate Packets of the identified documents
These packets are PER AGENCY; not per program. DO NOT SUBMIT EXTRA COPIES OF THE ATTACHMENTS.

AUW may request additional documentation regarding your agency or program(s) during the application process and funding year.

This completes the instruction booklet for the 2010-11 Arrowhead United Way Grant Application. Feel free to contact Rebecca Martin @ the Arrowhead United Way office at (909) 884-9441 with any further questions.