

National CASA 2010 Grant Application Training

January 11 and 2010

Annotated Notes

Introduction

This presentation is not intended to teach you how to write a grant, rather to walk you through the grant application and grant funding categories, highlighting key components and tools that would make your task of selecting a grant funding category and writing a grant application less stressful.

There will be a couple of grant samples and some answer samples to make it easier for you to come up with your own, and you will have the opportunity to ask questions via the chat box or e-mail. Our commitment is to answer your questions to the best of our ability or refer them to source.

Why this presentation is important:

- First, the grant application is different than what it used to be until 2009: new format, new requirements and new criteria. In our assessment, it is much friendlier and less repetitive. You will be able to give share your input about the application and training after the session is complete.
- Second, unlike 2009, when we had three funding cycles, in 2010 there will only be one funding cycle.

In the past, Jewelers for Children grants constituted a separate funding category. It is no longer a distinct funding cycle; it has been combined with the federal funds from OJJDP to fund the Sustainability category.

Objectives of the Training

As stated in PowerPoint

General Instructions

Deadline:

There are no extensions or exceptions.

To make sure your application reaches on time; mail it at least three days in advance via courier; and if you are using the US Postal Service, plan to mail it at least one week in advance.

Under extreme weather conditions or other adverse circumstances when there is risk that your application package maybe held somewhere and delayed, make sure you communicate with us via email or phone sooner than later, and keep track of your package.

Examples:

We have had the US Postal Service try to deliver on the Saturday after the deadline. We have had programs calling in after the deadline to explain why their package was delayed. We had a program in a rural area waiting for the last minute to send the package and could not make it to the courier drop-off on time. Those applications did not make it to the review process.

Application Format:

The applications are in PDF format to allow downloading of the application on any system that has Adobe Reader software. Please make sure it is version 9 or above. You can download the latest version of Adobe Reader from the adobe website for free.

Download and save the application form on your desktop or laptop before you start filling in the application.

Eligibility Criteria:

You need to check the eligibility criteria before completing the application in order to determine which grant category you should consider applying for, what level of funding you should tap into, what activity you should consider seeking funding for. You will find these criteria on the first two pages in the general instructions of each category.

Requirements

Membership

Make sure that your 2009-2010 National CASA membership is current. Programs that have not maintained their membership in good standing will not be eligible to receive services offered by National CASA, including applying for a grant. Remote offices are also required to pay their membership dues if they are planning to apply for a grant.

Application in the Right Category

Preparing to apply for grants can be a stressful time, especially if your program is planning to apply for multiple categories. It is not uncommon to mistakenly submit an application in the wrong category.

Example:

We received a Capacity Building application under the Sustainability category. The application was rejected.

Application and Copies Complete

There are three parts to the 2010 grant application: Part-A, Part-B and additional attachments. One complete application will consist of one copy of each of the three parts, submitted as a package. If three copies are required, then three copies of all three parts would be required. We do not have staff or time to complete the missing copies. Do not risk your application being rejected.

Signatures

Make sure your application is signed by the executive director or program director and the board president if applicable. If the board president is not available, then the signature of a board officer will suffice.

Completing Grant Application

Read all instructions thoroughly!

Cannot stress this point enough!

The new format was developed with our programs and reviewers in mind; we made it easier for you to complete and fill out statistical data and figures; the questions are more direct and less repetitive.

Answer all questions

Address all questions providing direct responses and complete answers. Complete tables with required information and figures. If it does not apply to your program, write: N/A for non-applicable and 0 if it requires a figure. Have other people read the draft application for editing purposes and clarity, such as:

- Board members

- Staff

- Volunteers

- Someone not familiar with CASA

Provide Succinct and Direct Answers

Be direct in what you want to say. You don't have to fill the box if you don't need to. Remember, each field is limited to the space provided, no additional space is allowed.

Grant Funding Category

Capacity-Building

- Capacity Building: Capacity Building grants are intended to fund innovative, one-year projects to enhance the capacity of the organization to deliver long-term, sustainable results focusing on volunteer recruitment/retention and development of board members, program staff and volunteers. The desired outcome is that the change will remain in place once the grant is over.

Capacity Building consists of six components – only one component can be addressed in a grant application:

Six Components:

1. Mission, Vision & Strategy
2. Governance & Leadership
3. Program, Delivery & Impact
4. Strategic Relationships
5. Resource Development
6. Internal Operations & Management

Examples of Capacity Building Projects are provided on our website.

Eligibility Criteria

- Program cannot apply in the New Program Development category in this funding cycle.
- Program cannot be a remote office
- Program can be an auxiliary only if funds are for a program that provides direct services

Unallowable Expenses:

- Personnel
- Taxes/benefits

Diversity Implementation

- Diversity Implementation: To provide effective, racially balanced and culturally sensitive services to children served by CASA programs, by:
 - Supporting programs implement activities of the current, board-approved diversity plan
 - Increasing the inclusion of underrepresented communities
 - Promoting cultural competency within the program

Two ways to promote Diversity Implementation: Training and Outreach

- **Training: To recognize, articulate and remove racial and cultural bias and improve cultural competency within the CASA program**
 - Hold trainings on cultural competency and diversity
 - Send board, staff and/or volunteers to community training sessions on cultural competency and diversity
- **Outreach: support targeted outreach activities to recruit volunteers that reflect the ethnic and cultural composition of the children served by CASA program**
 - Get involved in events that promote/celebrate diversity and culture
 - Advertise for volunteers in local targeted newsletters, weekly community publications and media public service announcements

Eligibility Criteria:

- Programs that have a current board approved diversity plan
- Programs cannot apply in the New Program Development category in this funding cycle.
- Program cannot be a remote office

Unallowable Costs:

- Personnel
- Taxes/benefits
- Equipment
- Rent/utilities
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Second-year funding is available in 2011 if program achieve their goals in 2010.

Examples of Diversity Implementation projects are provided on our website.

New Program Development

- **New Program Development:** The purpose of the New Program Development grant is to support the development and sustainable growth of new CASA programs where no program currently exists.

Eligibility Criteria:

- Applicant has not previously received a New Program Development grant from National CASA.
- Applicant has been in contact with the National CASA Program Services staff and/or its state CASA/GAL organization, if one exists
- Program has not applied for any other category in this funding cycle.

Programs must be one of the following:

- An operating CASA/GAL program that began assigning volunteers after Jan 1, 2009
- A committee that has the endorsement of the court to start the program
- Responsible for handling child abuse and neglect cases
- Has a mission that is compatible with the CASA mission

Second-year funding is available in 2011 if program achieves their goals in 2010.

Requirements

- Grantees are required to send one representative to the National CASA Annual Conference (not more than three). The cost will not exceed \$1,500.
- Requests to support indirect costs such as rent and liability insurance should be in proportion to project costs.

Program Expansion

- Program Expansion: The purpose is to increase the number of children served by volunteers in the court and community beyond prior year levels, or to expand the program service area to an adjacent court, county or jurisdiction that does not currently have a national CASA member program. There are two levels of funding that the applicant may request depending on the scope of their expansion efforts:
 - Level 1: \$5,000 – \$30,000
 - Level 2: \$31,000 – \$40,000

Eligibility Criteria:

- A CASA/GAL program that began assigning volunteers on or before January 1, 2009
- In contact with National CASA Program Services staff and/or state organization if one exists
- Not applied in the New Program Development, Sustainability and category in this funding cycle

Requirements

- Program Expansion grant will not fund the salary of an existing employee unless that employee is promoted from a part-time to a full-time position to focus on expansion efforts. In that case, the grant could fund the additional hours.
- Grantees are required to send one representative to the National CASA Annual Conference (not more than three). The cost will not exceed \$1,500
- Requests to support indirect costs such as rent and liability insurance should be in proportion to project costs.

Second-year funding is available in 2011 if program achieves their goals in 2010.

Sustainability

- Sustainability: The purpose of the Sustainability funding category is to provide working capital for programs to help underwrite staff salaries and other operational costs related to serving children.
- Sustainability/Rural is limited to programs that have designated as rural and meet the rural-eligibility requirement:
 - Rural continuum code of 4,5,6,7,8, or 9 as defined by the US government
 - A population of 50,000 or fewer as determined by the most recent US census

Eligibility Criteria:

- Provides direct services
- Did not apply in New Program Development or Program Expansion categories
- Only one application per entity
- Funding for an existing position

Unallowable Costs:

Equipment

Application Format

Part A: Specific to Grant Funding Category: Distinct Part A for each funding category

Part B: General Program Information: To be completed only once but included with each Part A category applied for.

Additional Attachments

Part A

Cover Sheet: (Application)

- Contact: staff@nationalcasa.org if program number required
- The amount requested must match the total on the Grant Budget Summary page
- Summary of grant request not to exceed two sentences
- Make sure APPLICATION IS SIGNED by executive/program director and board officer (if applicable).

Grant Budget Narrative:

- Training budget line is no longer part of the grant budget narrative. Training-related costs will be charged to the other budget lines as applicable.
- Read the instructions describing the grant budget line items, read eligible expenses specific to each category. **DO NOT** enter costs for a budget line that is **NOT ALLOWABLE** for that specific grant category.
- Contemplate the need for the project and develop a budget based on that need.
- All budget items should tie into project goals
- Describe each budget item, show your computation and list the total cost.

- Printer with copying function is allowable, but stand alone copy machine is not an allowable cost.
- Have someone who is not familiar with the project revise your budget and check your figures: Is your request clear and justifiable?
- NOTE: Make sure the total on the Grant Budget Summary page is consistent with the requested amount on the front page

Project Narrative:

Narrative questions for the following sub-sections will be rated based on the logic and completeness of your answers. To be more specific:

- Is narrative consistent with statistical information, e.g., if you have 10 staff in total and 3 of them supervise volunteers, then that is 30% of the staff, not a half or a quarter.
- Are questions fully addressed?
- Does program exhibit strong organizational capacity to support proposed project?
- Does the program demonstrate capacity/ability to sustain grant activities beyond grant period?
- Are the goals clearly stated?
- Do the goals fit the criteria of the grant category?
- Does the application demonstrate a compelling need?
- Does the program have reliable systems for collecting/managing data?

Organization History:

Provide a brief historic overview of your program:

- Address local issues including racial/ethnic make-up of the population, the economy and the most pressing social issues in the area

- Describe your program: challenges, accomplishments, strengths, plans, governance, aspirations – do not assume the reviewers know your program.

Project Rationale and Description (only valid for Capacity-Building)

- Describe the Capacity-Building project
- Identify which component the Capacity-Building project is going to address
- Explain aspects of the program that the Capacity-Building Grant is going to change
- Explain how the Capacity-Building project going to impact your diversity plan

Project Need

- Make a compelling case for need
- Be open and honest about challenges in your community
- Focus on how the grant will bring about a lasting change in how your program conducts its business.
- Describe resources or efforts that have been implemented to date to address project needs.

Use of Funds

- Describe activities you are seeking funds for, including staff-specific profiles and roles.
- Identify the resources you will use to assist you with your project.
- Describe how your project will address your program's diversity and cultural competency needs, as illustrated in your diversity plan.

Project Management

- Provide a full description of the project management structure, roles and responsibilities, indicating changes from previous years.

- Describe the role of your governing body in overseeing the program.

Evaluation

- Describe the changes anticipated in your project and means of measuring these changes.
- Describe what criteria for success means for your project and how you determine that the project has achieved its goals.

Sustainability

- Sustainability is about achieving long lasting results. In order to ensure achieving these results:
 - Detail your progress in developing potential funding sources.
 - Describe strategies for sustaining the work of the project beyond the funding period.

Goals Sheet

State the goal of the grant project, for example, to recruit 30 volunteers to serve additional 60 children.

Describe the objective of the grant project: What steps will be taken to achieve the grant project and how it will be measured within the four quarters of the grant cycle.

Part-B Program Information

You only have to complete Part B one time, but will need to include the required number of copies with every grant application.

Part B consists of the following sub-sections:

Applicant Information

Complete question 1. If you don't know the program number, contact staff@nationalcasa.org to get the program number. If you submit an application without the program number, you risk having your overall score reduced.

Administration

If your program is administered by another entity, you must check the box and provide the information requested.

Current Staff Positions

List each current paid program staff; do not limit the list to staff who supervise volunteers. If the staff position does not supervise volunteers just enter "0."

Organization Financial History

In this table you have to enter three calendar years: If your fiscal year is July 1 to June 30, for example, you need to include the information for July 1 – December 31, 2009.

Additional Attachments

Current Program Operating Budget

Required for all categories. It consists of two parts: revenues and expenses. The net in change assets is the profit or loss. This is where it shows if there is excess or deficit in the budget. It is always encouraged to have income in excess of expenditure; that is a positive net in change assets.

Letters of Support

Required for both New Program Development and Program Expansion

Court Recommendation

Recommendation of the Court Form is required for New Program Development and Program Expansion (if program is expanding to another county, jurisdiction).

Other Attachments

- Board approved diversity plan for Diversity implementation
- List of Board/Advisory Committee for New Program Development
- Organizational Budget Form (provided on our website) required for all categories, very important