

Sample Checklist
-Assets for Independence Grants-
Standing Grant Announcement Review Tri-Annually

Summary of the Grant:

(Taken Directly from the current Requests for Proposals (RFP) Document available online at www.grants.gov. It is significant to note that the 2008 Requests for Proposals (RFP) may contain different components and/or areas of program focus among other potential changes).

The purpose of the Assets for Independence Program is to demonstrate and evaluate the effectiveness of asset-building projects that assist low-income people in becoming economically self-sufficient by teaching them about economic and consumer issues and enabling them to establish matched savings accounts called Individual Development Accounts (IDA). The program is demonstrating and evaluating the effects of AFI projects and IDAs in terms of increasing the economic self-sufficiency of low-income families; promoting savings for first-time homeownership, post-secondary education, and small business or micro-enterprise development; and stabilizing and improving families and communities.

OCS seeks to support innovative AFI Projects administered by national, State-wide, regional and community-based organizations. Organizations that may apply include, but are not limited to, Community Action Agencies; community development corporations; financial institutions such as banks, credit unions, and community development financial institutions; faith-based and community organizations; State and local government agencies; and other organizations such as marriage strengthening coalitions; service and fraternal organizations; schools, colleges and universities; and consortia or groups of organizations that collaborate to administer an AFI Project. A broad range of organizations may be eligible for AFI Project funding, including the following:

- Organizations with projects that serve communities and groups that are less represented among the current AFI Projects such as residents of rural areas and Native American individuals or communities.
- Organizations with projects involving schools, colleges or universities to provide services to youth who are saving to attend higher education.
- Organizations with projects involving area businesses to provide services to the employees of those businesses. This may include local government agencies that seek to provide an IDA benefit for their employees.
- Organizations with projects involving the agency that manages the local welfare (Temporary Assistance for Needy Families--TANF) program; other offices that manage employment, education, and training initiatives; and agencies that manage child support enforcement.
- Organizations with projects administered by a consortium or network of organizations including a lead organization and one or more subsidiary organizations. In this arrangement, a lead organization receives the OCS funding and administers the overall AFI Project including the financial accounting services for the project, while the subsidiary organizations provide services to project participants in a defined locality or a certain target population in a region, State, city or other geographic area. OCS believes such consortia or network arrangements may be particularly cost effective and efficient.
- Organizations with projects involving family strengthening coalitions and related organizations in an effort to integrate asset-building work with activities that promote healthy marriage and family

formation. These activities may include, for example, communication skills training, marriage-oriented financial education, family budgeting, and marriage enrichment training. The goal for integrating asset building with healthy marriage projects is to link financial education with family budgeting abilities and marital communication skills that help to strengthen families and improve the communities in which families live.

OCS encourages and will provide preference to applicants that:

- Propose projects that will enroll participants from households with children;
- Propose projects that will enroll individuals residing within relatively well-defined neighborhoods or communities that experience high rates of poverty or unemployment; or
- Propose projects with a proportionally greater amount of funds committed from private sector sources.

A 50% cash match is required for this grant. Grant awards were no more than \$330,000 for a 5 year (60 month) budget and project period.

Checklist

(A full checklist is available by purchasing a GrantWell Federal Grant Service Package. Please see our services page for more information) :

Section 1: Objectives & Need for Assistance

Section 2: Approach

Section 3: Results & Benefits Expected

Section 4: Evaluation Methodology

Section 5: Organizational Profiles

5A. Past and Current Experience:

Description of the Organization(s) & Services:

- Provide a brief description of the *Applicant* organization or *Coalition* (including a mission's statement, a history/description of all organization services, and any research reports documenting program or participant-related reported success with such programs). Within this component, clearly establish that the lead organization has a history and well-respected reputation in operating programs including, but not limited to, efforts related to financial literacy among low-income individuals, couples, or families. Provide brief examples of these services and (where applicable if not on-going programs) dates/locations where these services have been provided. If the applicant organization has cooperated with other local or national non-profit organizations in addressing project-related or other community needs, also briefly describe these activities. If applicable, also provide examples of such efforts and dates/locations where these efforts have taken place.
- Provide a brief description of each of the *Partnering* organizations (including those organizations that may make up a coalition if applicable) including a mission's statement, a history/description of services, and any research reports documenting program success with the target population. Within this component, establish that each partnering organization has a history and well-respected reputation in operating programs including, but not limited to, efforts related to financial literacy among low-income individuals, couples, or families. Provide brief examples of these services

and indicate any previous efforts and/or collaboration projects the partnering organization has undertaken that give experience, expertise, and credibility to the proposed project.

- Briefly reiterate how each organization (including *both the Applicant and Partnering* and/or Coalition organization) will be involved in the project and if applicable, provide a brief narrative that expresses a history of previously successful working relationships together.
- Provide supporting information on the applicant organization(s) and partners/coalition, such as organizational charts, the lead agency's last two operating budgets, the lead agency DUNS number, contact persons and telephone numbers, licenses and other documentation of professional accreditation (where applicable), information on compliance with Federal/State/local government standards (where applicable), documentation of experience in the program area (such as an award or newspaper article), and other relevant information. If the applicant organization is a non-profit organization, provide proof of this status by providing:
 - A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations
 - A copy of a current, valid IRS tax exemption certificate;
 - A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrue to any private shareholders or individuals;
 - A certified copy of the organization's certificate of incorporation or similar document that establishes non-profit status, or
 - Any of the items above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

(Note: Such supporting documentation is traditionally included in various parts of the grant application, including forms, the abstract, and appendix sections).

5B. Staff and Position Data:

- List and describe the positions required for the project and the individuals who will fill these positions. Provide a detailed explanation of the work that these individuals will be required to perform. Provide resumes of key staff, outlining their education and experience in completing their assigned activities for the project. If applicable, describe their work, experience, or relationship with other community-based or nationally-based agencies, businesses, or organizations.

Section 6: Forms & Assurances

Section 7: Appendices