

## Sample Checklist

--CCF Intermediary Demonstration Program--

*Projected 2008 Deadline Date: 05/16/08*

### **Summary of the Grant:**

*(Taken Directly from the 2007 Requests for Proposals (RFP) Document available online at [www.grants.gov](http://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 goal of the CCF Demonstration Program is to help grassroots faith-based and community organizations maximize their social impact as they provide services to those most in need including the homeless; elders in need; at-risk youth; families in transition from welfare to work; those in need of intensive rehabilitation such as addicts or prisoners; prisoners re-entering the community and children of prisoners; and organizations that provide marriage education and preparation services to help couples who choose marriage for themselves develop the skills and knowledge to form and sustain healthy marriages.

The CCF Demonstration Program provides funding for intermediary organizations in well-defined geographic locations with a proven track record of community involvement and experience in providing training and technical assistance to smaller faith-based and community organizations in their communities. These intermediary organizations serve as a bridge between the Federal Government and the grassroots faith-based and community organizations that the CCF Demonstration Program is designed to assist.

The CCF Demonstration Program does not fund direct social service provision. Rather, the CCF Demonstration Program funds capacity building activities that produce measurable effects that result in more sustainable organizations. Intermediary organizations will assist faith-based and community organizations with capacity building activities in five critical areas: 1) leadership development, 2) organizational development, 3) program development, 4) revenue development strategies, and 5) community engagement. By addressing issues that are critical to the long-term viability of non-profit organizations, faith-based and community organizations are better prepared and positioned to understand and meet the needs of their communities.

Intermediaries must be established organizations with well-developed connections and working relationships with the non-profit community in the geographic area they propose to serve. In most cases, intermediaries or their partners will be physically located in the geographic area they propose to serve. In addition, for an intermediary organization to provide effective training and technical assistance in capacity building, they should demonstrate a cultural sensitivity that establishes credibility with their target audience of faith-based and community organizations in the geographic area they select.

Intermediary organizations will provide two services within their communities:

- Capacity building training and technical assistance to faith-based and community organizations; and
- Financial support, through sub-awards, to some subset of the organizations receiving training and technical assistance.

In 2007, grant awards were no more than \$500,000 per year for a 3 year (36-month) budget and project period. Grantees must provide at least 20% of the total approved cost of the project.

### **Sample 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 (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 at-risk youth, married couples, addicts, and ex-offenders.. 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 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 at-risk youth, married couples, addicts, and ex-offenders. 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* organization) will be involved in the project and if applicable, provide a brief narrative that expresses a history of previously successful working relationships together (such as conferences held together or a successful referral network relationship).
- Provide supporting information on the applicant organization(s) and partners, 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