

Sample Checklist
--CCF Mini Grant Program--
Projected 2008 Deadline Date: 04/07/08

Summary of the Grant:

(Taken Directly from the 2007 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 program is to help build the capacity of grassroots faith-based and community organizations that address the needs of distressed communities. The program funds capacity building activities that produce measurable effects resulting in more sustainable organizations. Capacity building activities ensure that grassroots organizations have the tools to facilitate key changes within their organizations. By addressing issues that are critical to the long-term viability of organizations, non-profits are better prepared and positioned to understand and meet the needs of the communities they serve.

CCF Target Capacity Building Grants will be awarded to grassroots faith-based and community organizations serving distressed communities. These grassroots organizations must use the funds in one of the four social service priority areas of need (e.g., at-risk youth, homelessness, healthy marriage, or rural communities) toward their organization's capacity building in at least one of five critical areas of capacity building: 1) leadership development, 2) organizational development, 3) program development, 4) revenue development strategies, and 5) community engagement.

The goal of the CCF Targeted Capacity Building program is to help promising organizations increase their corporate capability and infrastructure and bolster their sustainability. Such changes can be expected, ultimately, to allow organizations to serve more people more effectively through their increased ability to design revenue development strategies and/or improved internal governance and program management, for example. These grants are intended to expand the capacity of community and faith-based organizations to deliver social services in a secular manner through, among other things, an enhanced ability to compete for federal grants in the future. These grants cannot be used to provide direct client services. CCF monies must be used to build and improve organizational capability and cannot be used to support the provision of direct services provided by the organization to individuals, families, or other organizations. For example, CCF monies can be used to pay for the costs of an existing staff person only if, and to the extent that, such a person will work on organizational capacity building efforts that have been described in the grant application. CCF monies may not be used to supplant existing funds; that is, CCF monies should be used to "add value" to allow the organization to achieve more in terms of organizational capability and improved infrastructure than they could have without the funds. For example, CCF monies should not supplant existing training funds set aside to improve staff performance. Rather, approved CCF monies should allow the organization to go beyond the level they would achieve using the training funds as planned.

As a program of ACF, CCF is intended to support organizations that promote the economic and social well-being of families, children, individuals, and communities. As such, CCF funds can pay for capacity building activities that support social service programs and activities. For example, CCF funds may pay for trainings such as board development workshops. Additionally, CCF funds may purchase equipment or supplies such as computers or computer software that can improve program services. CCF funds may not pay for capacity building activities that support medical/health care related activities or items such as

medical equipment or supplies or medically oriented trainings, certifications, or licensures.

No match is required for this grant. Grant awards were no more than \$50,000 for a 1 year (12-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 (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 couples preparing for marriage, at-risk youth, the elderly, and addicts. 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.
- 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 couples preparing for marriage, at-risk youth, the elderly, and addicts. 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.
- 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 the lead agency's last two operating budgets, the lead agency DUNS number, contact persons and telephone numbers, and 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