Request for Grant Application

Issue Date: Friday, November 3, 2023, by 3:00 PM

Title: Loudoun County Human Services Nonprofit Grant Program – FY 2025

Issuing Agency: Loudoun County Government
Department of Finance and Procurement
1 Harrison Street, SE
Leesburg, VA 20175

Contact Information: Barb Lawrence
barbara.lawrence@loudoun.gov

Application Due Date: 4:00 PM atomic time, Thursday, December 21, 2023

Period of Funding: July 1, 2024 – June 30, 2025

Application Information Webinar: An application information webinar will be held Thursday, November 9, 2023, from 10:00 AM to 11:00 AM. Click here to join the meeting. Or call in (audio only) +1 757-600-4923, 619614804# Phone Conference ID: 619 614 804#

The pre-application conference will be recorded and available here: www.loudoun.gov/nonprofitgrants.

Anticipated number of Awards: Multiple

All inquiries for information should be directed to: nonprofits@loudoun.gov

Table of Contents

Grant Information
Purpose of Request for Grant Application (RFA)
The purpose of the County's Nonprofit Grant program is to strengthen the County's coordination with nonprofit partners, and to ensure opportunities for local funds to be leveraged in the most effective manner for services that assist vulnerable and disadvantaged individuals and families in meeting a critical need for safety, health, security, and independence.

Priority
Loudoun County prioritizes investment in a wide variety of health and human services and related infrastructure of care and support services, particularly for underserved residents, that provide documented positive outcomes for County residents.

Areas of Need
Organizations interested in applying to receive funds from Loudoun County must provide a program or service impacting one or more of the Areas of Need established by the Board of Supervisors.

The four Areas of Need are:
- **Prevention and Self-Sufficiency**: Services focused on assisting individuals and families in becoming and/or remaining independent and stable; and providing tools, skills, strategies, and resources to individuals and families.
- **Crisis Intervention and Diversion**: Services provided to individuals and families in crisis to overcome immediate problems and reduce or prevent the need for more restrictive and expensive higher-level services.
- **Long-term Support**: Services that focus on assisting individuals who have continuing, long-term support needs to remain healthy, safe, and independent in the community.
- **Improved Quality of Human Services:** Services and opportunities provided to individuals, organizations, and communities that enhance the quality, accessibility, accountability, and coordination of services provided by community organizations.

Eligibility Criteria
Applicants must meet the following baseline criteria to be eligible for a FY 2025 Nonprofit award:
- Be a nonprofit certified as a 501(c)3 by the Internal Revenue Service at the time of submission of the application.
- Show proof of financial stability by providing the last three (3) years of IRS 990 forms and other financial documentation.
- Be in good standing with the Virginia State Corporation Commission *at time of submission and throughout the course funding*. The link to the SCC is here.
- Have a mission that is consistent with serving the County's Areas of Need.
- Is not funded through other sources using local tax dollars such as contracts with any County Health and Human Services Department including Core Service Agreements and Regional Organization funding.
- Subject to limited exceptions, Virginia law prohibits localities from appropriating public funds to organizations controlled in whole or in part by churches (to include other houses of worship such as temples, mosques, synagogues, etc.) or sectarian societies. Therefore, a faith-based organization may be eligible to receive grants from Loudoun County only if

it can submit evidence satisfactory to County staff demonstrating that (I) it is not controlled in whole or in part by a church (or other house of worship) or sectarian society; and (ii) the programs of such organization do not discriminate based on, and are not otherwise contingent upon the religious affiliation of participants or those eligible to receive assistance. Furthermore, County grants may not be used for any religious purpose or activity including, but not limited to, religious worship, instruction, or proselytization. The link to the VA law is here.

Note: Meeting the above baseline criteria does not guarantee funding.

To be considered for funding, applicants must demonstrate the following criteria:
- Present a documented, data-driven[1] need for the organization's program or service.
- Show demonstrated outcomes for the program or service.
- Show that the program or services provide a direct benefit to Loudoun residents.
- Demonstrate that the program or service enhances the quality of life for Loudoun County residents.
- Show documented efforts by the organization to secure funding from other sources.
- Demonstrate that the organization has the administrative resources to administer funds, and to implement and oversee the program or service.
- Agree to sign a Memorandum of Understanding with the county and adhere to reporting requirements.
- Show that funding requested is realistic given the service level, and that the organization does not rely predominantly on County grant funds.

Applicants for the FY 2025 Nonprofit Grant will be required to apply using the online form located at: www.loudoun.gov/nonprofitgrants. Organizations may only submit one application for FY 2025.

For FY 2025, questions will not be accepted via phone or in person. A frequently asked question (FAQ) page, where answers to all applicant questions will be posted publicly, will be available on the County website. Questions may be submitted only via email to staff in the Department of Finance and Procurement: nonprofits@loudoun.gov. To ensure integrity and compliance of the grants process, County staff in other departments, including Program Managers, Assistant Directors, and Department Directors, are unable to answer questions regarding specific program/service design or plans.

This is a competitive grant application process in which each applicant will be competing against other applicants for a limited amount of funding. At the conclusion of the application period, all applications will be reviewed by a team of subject matter experts in health, human services, budget, and finance.

Funding Options
The County has two options for organizations wishing to apply for funds through the FY 2025 Nonprofit Grant process:

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[1] Data-driven is the use of data (i.e., surveys, evaluations, case data) collected by an organization to make strategic decisions to improve services and client experience.

1 – The standard nonprofit application process for organizations wishing to apply for awards of $5,001 - $113,000; and,

2 – A mini-grants process with a simplified application for any organization applying for a small grant of $5,000 or less.

Those organizations meeting the scoring threshold for the standard application process will be awarded proportional funding while those organizations meeting the scoring threshold for a mini-grant, will be awarded the full amount requested.

Period of Performance
July 1, 2024 – June 30, 2025

Funding Limits and Restrictions
Individual awards will be limited to no more than $113,000 for standard applications and no more than $5,000 for mini-grant applications to ensure that the county retains the capacity to make multiple awards across all areas of need. The amount of funding requested should be clearly presented and explained and should be consistently tied to the need described throughout the application. County funds can be used for operating costs, however funds requested should align with the imperative that the services being rendered are high quality, and positive outcomes are reported.

The final approved funding amount for organizations will be based on a combination of factors: the total amount of funds available, the total amount of awarded requests, the application score, and a review of the reasonability of proposed budget items for services. The ratio of county funding to the organization's overall operating budget will be carefully considered to ensure a healthy fund mix that does not rely predominantly on County grant funds, (no more than 30 percent). The Board of Supervisors has advised a proportional funding allocation to be applied to applicants scoring 75 percent or more of the total possible points where the proportion of the requested amount awarded is based on the application score. For example, if an organization scores 90 percent they would receive 90 percent of their request. *Note that meeting all eligibility criteria and having a score of 75 percent or more does not guarantee funding.*

Unallowable expenses include, but are not limited to:
- Corporate debts
- Contingencies
- Contributions and donations
- Entertainment costs
- Fines and penalties
- Interest and other financial costs
- Legislative expenses
- Fiscal agents may not charge their administrative fee to the County award
- Any religious activity including, but not limited to, religious worship, instruction, or proselytization.

Any use of grant funds for unallowable expenses will result in the County requesting repayment and could prevent future payments.

Application Information Session

Application Information Webinar: An application information webinar will be held Thursday, November 9, 2023, from 10:00 AM to 11:00 AM. Click here to join the meeting. Or call in (audio only) +1 757-600-4923, 619614804#   Phone Conference ID: 619 614 804#

The pre-application conference will be recorded and available here: www.loudoun.gov/nonprofitgrants.

The pre-application information session is strongly recommended for all applicants and will be specifically tailored to this grant opportunity.

FY 2025 Application Changes

Applications will be submitted through the County's new grant management system, AmpliFund.

Past performance will be reviewed by staff and incorporated into the review process.

Anyone who requires a reasonable accommodation for any type of disability or who needs language assistance to participate in the application process should contact Grants Coordinator Barb Lawrence at 571-258-3996 or barbara.lawrence@loudoun.gov.

FY 2025 Process and Timeline

FY 2025 Nonprofit Grant Process Timeline – subject to change at the determination of the County.	
November 3, 2023	Grant Application Release Date
November 9, 2023	Information Session
December 7, 2023	Deadline for Applicant Questions
December 21, 2023	Grant Application Due at 4:00 PM
January-March 2024	Application Review
April 2024	Award Recommendations presented to the Board of Supervisors
April 2024	Award Notifications distributed to grantees
June 2024	Email introduction to grants managers
June 15, 2024	Signed MOUs due
July 1, 2024	FY 2025 Award Funding Begins
October 15, 2024	FY 2025 1st Quarter reports due
January 15, 2025	FY 2025 Mid-Year reports due
April 15, 2025	FY 2025 3rd Quarter reports due
July 31, 2025	FY 2025 Final reports due

Application Submission Information/Application Content

The following application will be completed in the AmpliFund Grants Management System.

For the FY 2025 Nonprofit Grant process, applicants can access the online application form at the following link: https://www.loudoun.gov/grantopportunities. The application form includes the following sections:
- 1 – Cover Form
- 2 – Grant Application
  - a. Statement of Need

- b. Project Description and Timeline
- c. Organizational Background, Qualifications and Expertise
- d. Evaluation and Sustainability
- e. Budget and Supporting Financial Documents
  - Most recent Audit and financial statements for the previous two years as well as FY 2024 YTD for organizations with a budget of $750,000 or more
  - 2021, 2022, 2023, YTD 2024 Financial Statements
  - Organization's Current Year Operating Budget
  - 2020, 2021, 2022 990 forms
  - IRS Letter of Determination
  - Certificate of Good Standing with Virginia SCC at the time of application
- Required attachments to be completed by applicant – there is a link in the application to upload.
  - Demographic Information of clients served
  - Relevant licensures and intake forms and/or processes/procedures as it relates to your funding request
  - Current Listing of Board of Directors and Key Staff, e.g., CEO and CFO (or equivalent positions)
  - Outcome and Evaluation Plan
  - Grants, Contracts, MOU Table
  - Budget Template – to be completed in AmpliFund
  - Other Attachments – to include but not limited to relevant licensures and intake forms and/or processes/procedures as it relates to your funding request

All questions and attachments are required to be answered. If a question does not apply to your organization, please enter "not applicable" or "N/A". There are word limit suggestions attached to the text boxes in the application.

IMPORTANT: On the Application Forms page, if you are applying for the Mini-Grant, open the Standard Grant application form and answer __*no*__ to "Are you applying for the Standard Grant of $5,001 - $113,000" and scroll to the bottom of the page and click the __*"Mark as Complete"*__ button. Then, go to the Mini-Grant form and answer __*yes*__ to "Are you applying for the Mini-Grant of $5,000 and below?" The opposite is true if applying for the Standard Grant – go to the Mini-Grant application form and say __*no*__ to "Are you applying for the Mini-Grant of $5,000 and below" and click __*"Mark as Complete"*__ at the bottom of the page and __*yes*__ to the Standard Grant question. This selection will automatically show the appropriate questions you will need to answer. Because some questions are hidden, please note that the questions may be misnumbered.

1. COVER FORM

Organization Name:

Organization Legal Name, if different:

Project Name(s):

Organization's Federal Tax ID#:

Year Established:

Number of Years Organization has operated in Loudoun County or served Loudoun County Residents:

Organization's Mailing Address:

Organization's Loudoun Address (if different):

Organization's Authorizing Official Contact Information:

Organization's Application Contact Person (if different):

Requested County Funds/Total Cost:

Organization Current Operating Budget:

Current Fiscal Year State/End Date:

Brief Overview of Request: (100-word suggestion.)

Applying for Mini-Grants of $5,000 or less: Y/N

First Time Applicant: Y/N

Identify Area(s) of Need:

2. GRANT APPLICATION (Questions in red are required for the mini-grant application.)

a. Statement of Need – Standard Grant 25 points/ Mini-Grant 7 points

Describe the scope of the need for your service(s), including:

1. What need does your program address? Describe what the proposed funding will be used for and how it relates to the Area(s) of Need chosen above. 750-word suggestion (Standard grant - 7 points/Mini-grant - 7 points)
2. Use data to describe your service population within Loudoun County based on the need statement in question one (i.e., number of children in poverty; number of women in shelters, number of clients on a wait list, number of Loudoun County residents served specifically within service area, etc.). 750-word suggestion (7 points)
   - Are you able to track unduplicated numbers of participants among all your programs? Provide data that supports your description within the Demographic Information table.
3. What methods do you use to identify the overall number of Loudoun County residents in need of your services? 450-word suggestion (4 points)
4. Describe the data collected to inform and improve service delivery to this population (i.e., client outcome/feedback surveys, pre- post- surveys, client focus groups, client participation on your board) for assessing proposed service. 750-word suggestion (7 points)

*Required Attachment(s): Demographic Information Table

Review Criteria:
- Describes how funding request will be used to provide services within Area of Need
- Data documents local need
- Data describes a rationale for service
- Data is cited from sources listed on application
- Demographic information is well-defined and provides comprehensive view of individuals to be served aligning with current service population
- Reliable procedures in place to accurately track participants and service contacts, and to determine which individuals are Loudoun residents

b. Project Description and Timeline – Standard Grant 20 points/Mini-Grant 8 points

Based on your responses in the Statement of Need, please respond to the following:
1. How will you implement your proposed solution from the need identified above within the grant period? Why was this service approach chosen? If you utilize any evidence-based programs, please indicate which federal websites list the program and the rating given (such as statistically significant, effective, promising, etc.).   1,000-word suggestion (Standard Grant-12 points/Mini-grant-8 points)
2. Describe any program characteristics or specializations that set your services apart from similar providers in Loudoun County. 100-word suggestion (2 points)
3. Describe the duration (number of visits) and intensity (minutes or hours per visit) of your services provided to the population described. 100-word suggestion (2 points)
4. What results are you committed to achieving during the grant period? These results will be part of your evaluation plan. What evidence will you provide to show you achieved your results? Provide evaluation results showing the impact of the program in 2020 and 2021. If planning to collect new measures, please include a copy of the plan.   450-word suggestion (4 points)

Review Criteria:
- Services are defined and applicant provides description of services' alignment to area of need
- Evidence-based programs, with promising or effective ratings, are utilized with fidelity. If not applicable in this field, then best practices have been researched and are in use
- Considering the population characteristics, duration and intensity of services or the level of service for each individual and the number served have a significant impact
- Implementation timeframe can be achieved within funding window
- Timeframe for accomplishing objectives includes milestones and metrics for measuring progress
- High quality set of services described within the context of other similar services provided locally.

c. Organizational Background, Qualifications and Expertise – Standard Grant 15 points/Mini-Grant 4 points

Based on your responses in section a. and b., respond to the following questions about your organization:

Describe your organization including the following:

1. Describe your organization's ability to manage grants and programs and past successes doing so. Include your organization's experience with service in the area of need and the relationship between how this program fits with your organization's mission, goals, and values. 500-word suggestion (7 points)
   - If requesting operating funds, please describe your administrative and accounting staff experience in managing and reporting grant funds as budgeted in this proposal.
2. On the Staff and Board Information table describe your staff's expertise, and the composition of your board of directors. (4 points)
3. Describe current activities (i.e., current board initiatives, strategic plan), recent accomplishments within the past three years, and future plans. 100-word suggestion (Standard Grant -4 points/Mini-grant - 4 points)

*Required Attachment(s): Staff and Board Information Table

Review Criteria:
- High quality, stable organization as represented by achievements such as growth, accreditation, awards, major grants, etc. as appropriate for the organization size and service type
- Organizational goals and strategies align to organization's mission
- Board has more than 5 members not counting paid staff or family members
- Staff, Board, and/or Consultants represent entire range of 6 governance competencies
- At least 75 percent of Board members are experienced (5+ years of service) in their respective fields
- Board meets at least 6 times per year

d. Evaluation and Sustainability – Standard Grant 15 points/Mini-Grant 6 points

Based on your responses in the previous sections, please respond to the following:

1. Complete the Outcome and Evaluation Plan (Standard Grant- 6 points/Mini-grant- 6 points)
2. Describe how your organization plans to sustain services long term if County funds do not continue beyond FY 2025. Describe other resources including donations that your organization will use to support the service. 500-word suggestion. (5 points)
   - Upload your organization's current strategic plan
3. On the Grants, Contracts, MOU table, list the top three grants or contracts and three most significant MOU's your organization currently holds or has held in the last two years along with the name and email of the point of contact. This includes previous Human Service Nonprofit Grants, CDBG grants, etc. County staff will be contacting at least three individuals on the list for a reference.
4. Briefly describe your most significant collaborations with other entities in your field or geographic area. 250-word suggestion (4 points – both 3 and 4 combined)
   - Upload MOU/ MOA, if applicable
5. If your organization has been a previous grantee over the last three years, have you experienced any challenges in meeting your goals or outcomes. If so, describe. (0 points)

*Required Attachment(s): Outcomes and Evaluation Table and Grants, Contracts and MOU Information Table

Review Criteria:
- Outputs, short- and long-term outcomes align with proposed activities
- Other resources, including financial resources, confirmed; OR expense is one-time and does not need to be sustained beyond FY 2024
- Strategic Plan adopted by Board for current year (2023) into at least December 2024
- One or more documented MOUs in place for duration of proposed grant cycle, supporting services being provided
- 100 percent of evaluation contacts provided positive feedback on applicant's grant administration
- Past outcomes, or proposed new measures, show significant impact to well-defined population of Loudoun residents

e. Budget and Supporting Financial Documents – Standard and Mini-Grant 25 points

1. Complete the Line-Item Budget and Justification in AmpliFund. (Standard Grant- 10 points/ Mini-grant- 10 points)

   Review Criteria:
   - Resource requirements (financial and personnel) align to services projected for this grant period
   - Costs are aligned with industry cost standards per service.
   - Items requested are well-justified. Applicant explains how each line item relates to services provided
   - Considering the project impact, outcomes, and service level, the amount of funding requested is appropriate for the project

2. Submit all the following: (Standard Grant-15 points/ Mini-grant 15 points)
   - Most recent Audit and financial statements for the previous two years as well as FY 2024 YTD for organizations with a budget of $750,000 or more
   - 2021, 2022, 2023 and 2024 Year to Date Financial Statements
   - Organization's Current Year Operating Budget
   - 2020, 2021, 2022 990 form (For Mini-grant, most recent 990)
   - IRS Letter of Determination
   - Certificate of Good Standing with Virginia SCC at the time of application

   Review Criteria:
   - Current year Program expense percentage is more than 65 percent
   - Current year Management and general expense less than 25 percent
   - Current year Fundraising expense less than 15 percent
   - Multiple years of operating surplus
   - Current year revenue composition is not over-reliant (more than 30 percent) on one funding line or grant
   - More than 3 months of Liquid Unrestricted Net Assets

- More than 1 month of cash on hand
- Net assets increasing
- Current assets > current liabilities
- No negative audit findings

Directions for completing the budget justification:

Personnel/Employee: This section provides projected salary and fringe costs for your proposed program. This schedule provides calculation for percent full-time equivalent (FTE) - list as .20, .80, etc. In the justification, explain how the positions requested relate to the objectives proposed.

Fringe Benefits: Provide your agency's fringe benefit rate - put the percent in the formula – cell F12; the justification should include what benefits are covered under fringe; and the fringe rate should be applied to the total salary line.

Consultants/Contractual: Provide the name and/or company that will be providing consulting services. Provide a list of positions or activities that will be carried out by consultants or through contracts. Provide the unit of payment, this could be by the hour or the completed task; and provide the cost of each unit and the number of units being contracted for. In the justification, explain how the consultants/contractual relationships relate to the objectives proposed.

Occupancy:
Rent: This line item should be calculated using the following formula: percentage of space occupied by the proposed program, times the cost per square foot, times 12 months. EXAMPLE: This example supposes that your program will occupy 100 square feet at a cost of $30 per square foot, per month. 100 square feet x $30.00 per square foot = $3,000 x 12 months for a total of $36,000.

Utilities: This line should be calculated by naming utilities Gas/Electric/Water, as applicable. Provide an overall projected cost of those utilities multiplied by number of months (in most cases 12) of your program.

Travel/Transportation: If your organization has a policy that allows for reimbursement for staff's use of their personal vehicles, you should complete by filling in the number with the total number of miles projected times the federal reimbursement rate of 65.5 cents per mile. The other item that can be included in this line is tokens/fare cards for organization's staff. Provide a projected number that you will need for your program, indicate the item, the unit cost, number to be purchased and total cost. The cost to maintain cars/trucks is also an allowable expense. In the justification, explain how travel/transportation costs relate to the objectives proposed.

Supplies: This line should indicate the total projected costs of supplies needed to administer your program i.e., paper, pens, folders, printer ink, etc. In the justification, explain how the supplies requested relate to the objectives proposed.

Equipment: Long-term equipment purchases that exceed $5,000. These purchases must be pre-approved by Loudoun County grants staff. In the justification, explain how the equipment costs requested relate to the objectives proposed.

Client Cost: This line should include specific client costs related to your program, i.e., tokens, fare cards, incentives (where allowed), and other program appropriate client costs. In the justification, explain how the client costs relate to the objectives proposed.

Communications: This line should include costs associated with maintaining communications necessary to administer your program, i.e., telephone, cell phones, internet, fax lines, copying. You should complete a projected cost for each item, indicate the unit and number on the budget sheet. In the justification, explain how the communication costs relate to the objectives proposed.

Other Direct Costs: This line should be comprised of direct program costs that cannot be attributed to other budget lines, i.e., materials for meetings, etc. In the justification, explain how the other direct costs relate to the objectives proposed.

Request for indirect costs - those costs which are not readily identifiable with a particular cost objective - need to be listed in operating costs by line item.

*Required Form: Budget and Budget Justification in AmpliFund

Application Scoring Criteria and Supports

The review committee is comprised of 15-20 subject matter experts in health, human services, budget, and finance from several departments within the county, to include those managing human and social services; each panelist attends a required grants review training and reviews a select number of applications. The committee evaluates the applications based on the information submitted in the application including services provided, demonstration of need, impact, and other financial indicators. All reviewers' scores are compiled for a final average score. Scores are converted to percentages and are ranked from highest to lowest. Organizations are funded based on their percent of total points possible and amount of total funding budgeted. Mini-grants meeting the scoring threshold will be funded at their full request.

Once the scores are available, applicants will be ranked from highest to lowest score, and the funding amount will be determined. Recommendations for funding decisions will then be made to the Board of Supervisors at the second April 2024 Board meeting. Following approval by the Board of Supervisors, applicants will be informed of the funding decision.

Required Attachments

Please use the link in AmpliFund to download each document; complete the document according to instructions and save it on your computer. Then use the upload feature to upload it into the application. Save each document as: ORGANIZATION NAME_NAME OF DOCUMENT. For example: Loudoun County_Demographic Information.

Demographic Information Table

Download the Demographic Information Table in question 34. a.) complete it and then upload the document in question 34. b.).

34. a.) Demographic Information Table
a.2_Demographic Information.xlsx

34. b.) Upload the demographic information table. *

Choose File
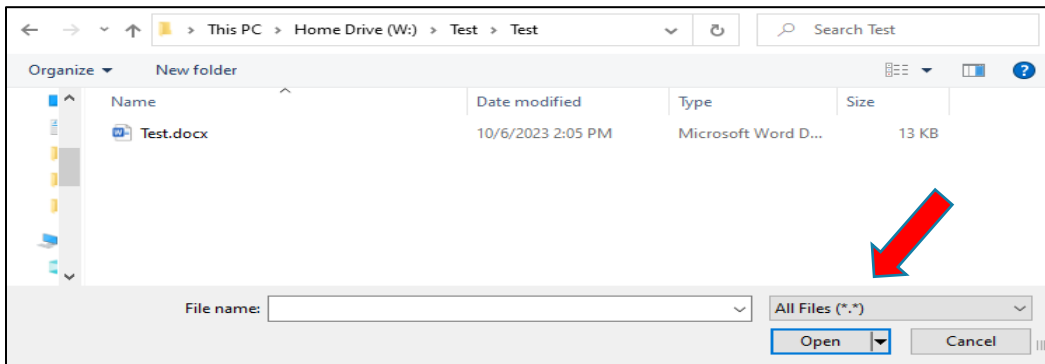
Loudoun County_Demographic Information.xlsx 🗑

- Demographic Information of clients served
- Staff and Board Information
- Outcome and Evaluation Plan
- Grants, Contracts, MOU Table
- Budget Template *to be completed in AmpliFund*
- Other Attachments - to include but not limited to relevant licensures and intake forms and/or processes/procedures as it relates to your funding request

Required Financial Attachments

Documents up to 250MB may be uploaded or attached to the application in PDF, Microsoft Word, or Microsoft Excel formats. Applicants are required to attach or upload the requested documents where indicated by clicking the "Upload" button as seen below.

Loudoun County
VIRGINIA

44. 2022 990 Form *
Choose File

Organization's Financial Statements

45. 2021 Statement of Activities
Choose File

46. 2021 Statement of Financial Position
Choose File

47. 2021 Audit
Choose File

Once clicked, this button will open a window that will allow you to find the file or document that you want to add. Click on the document and hit open.

Name	Date modified	Type	Size
Test.docx	10/6/2023 2:05 PM	Microsoft Word D...	13 KB

File name: | All Files (*.*)

Open | Cancel

If the wrong file was chosen, you can click the **green** trash can. This will remove the file. To replace the file or add another file simply click the Upload button and repeat the process that is detailed above.

Organization's Financial Statements

45. 2021 Statement of Activities

[Choose File]

46. 2021 Statement of Financial Position

[Choose File]

Test.docx 🗑

Applicants should frequently save their application form and may return to the form to make changes or add more information later. To save, click on Save & Continue at the bottom of each page.

[Save]   [✓ Mark as Complete]   [Save & Continue]

After clicking the "Save & Continue button, the application will go back to the next page of the application.   In this case, the applicant clicked Save & Continue when on the Application Forms, so it went to the Budget page.

## Loudoun County Human Services Nonprofit Grant Program – FY 2025

Opportunity Details — Project Information — Application Forms — Budget* — Submit
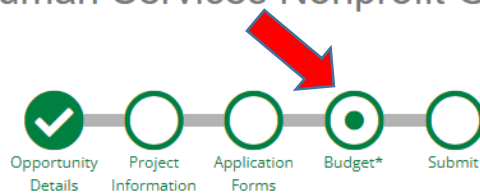
Budget   [Help]   [📥 Download]   [Save & Continue]

| Budget View Settings |

Application Submission- When the form is filled out, marked as complete, and all files have been attached using the Upload button, you will electronically "sign" the application and agree to the conditions listed by entering the email address of your organization's designated authorizing official. You can then click on the Submit button to send the application for review and consideration. *Please note: all application forms and sections of the application need to be marked as complete to submit the application.*

If you submitted the form correctly, the following message will appear:
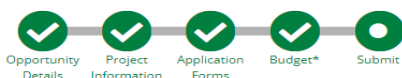
If there were any errors or missing information when trying to submit, the following message will appear:
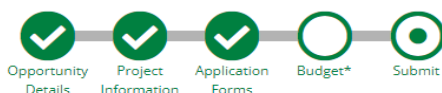
Do not wait until the last minute to submit your application! Make sure that you save your work frequently and that you receive the message above as well as the confirmation email. *Applications are due Thursday, December 21, 2023, at 4:00 PM.*

Loudoun County would like to receive feedback on the FY 2025 application process. The FY25 HSNP Post-Application Survey located on the Application Forms is a required form and will need to be completed before you're able to submit.

POST AWARD REQUIREMENTS

All organizations approved for funding must complete a Memorandum of Understanding (MOU) prepared by the County and signed by the appropriate authority for the organization. This agreement will outline the requirements for receiving the grant award. The MOU will include important terms relative to the grant award as follows:

Funding Term and Disbursement

The term of the funding will begin on July 1, 2024, and, unless prematurely terminated, will expire on June 30, 2025.

All organizations approved for funding will be required to set up an Automated Clearing House (ACH) account with the County to receive electronic payments. Paper checks will no longer be issued by the County for this opportunity. Instructions will be provided with the notice of funding. The County will make two payments to the organization:
   o   The first half of the funding award will be made at the beginning of FY 2025.
   o   The second half of the funding will be awarded after submission and approval by the County of a mid-year progress report and expenditure report.

The County may delay or cancel payments for the awardee's failure to comply with any part of the MOU.

For mini-grants, one payment of the full amount will be made at the beginning of FY 2025.

Tracking of Expenditures and Use of Funds

The Organization will account for all expenditures made from the awarded funding. This accounting will be submitted on the Expenditure Quarterly Report. These forms will be supplied by the County. Disbursements will be half of the award at the beginning of the grant period and mid-year.

The Organization shall repay to the County:
   •   Any funds that remain at the end of the Fiscal Year.
   •   Any funds expended for purposes other than those stated in the Funding Applications.

Reporting Requirements

Grant recipients will be required to submit quarterly reports as well as a final report that provides information on expenditures and the progress of the organization in meeting the performance measures identified in the funding application. The template used in the evaluation plan for the application will serve as the reporting template as well. Quarterly reports are due no later than 15 days after the end of the quarter. The final report is due 30 days after the end of the grant period. *Timely submission of grant reports is counted as part of the past performance score.*

Organizations not meeting at least 50 percent of their mid-year target for any performance measure will be reviewed by the County. If County staff determines that there may be a performance issue underlying the lack of progress toward the goal, they will request that the organization complete a corrective action plan before the 2nd fund disbursement is given. A corrective action plan consists of a statement of the issue needing improvement and a request for the organization to present a remedy, in writing, within a certain timeframe.

Organizations must have staff available for any potential site visit.

*Mini-grant recipients only must complete final, not quarterly, reports, and will be paid in full for the year. They do not need to turn in anything except for the final report. *

Invoicing Requirements
Grant recipients will also be required to invoice the County for the bi-annual disbursements of the approved grant award. The invoices should be included when submitting the signed copies of the MOU and the Mid-Year report. Invoices should be submitted to the grant manager on organizational letterhead and include the date, invoice number, amount to be disbursed, and reference the FY25 Human Services Nonprofit Grant Program.

Fiscal Agency
If an organization with a fiscal agent receives County funds, the executive directors of both organizations must sign the MOU, signifying their mutual acceptance of the terms of the agreement.

Contact Information
Questions about the application form or process may be directed to Nonprofits@loudoun.gov.

General Tips for Application Development
Below are some tips that will help improve your application.
- Assume that the reviewers are not familiar with your organization; scores are based on application content only.
- Emphasize results achieved by the program, and anything specific to the service for which you are applying for funding.
- All questions are scored independently, so you may need to repeat answers or explicitly refer to another question.
- Reviewers are not comparing this year's application to any previous application.
- Ensure that costs in the requested budget are reasonable, thoroughly explained, and within industry standards.
- Be sure that responses to questions:
  o Directly answer the question.
  o Are concise, specific, and thorough.
  o Are specific to Loudoun County.
- Be sure that all required documents have been uploaded or explain why you cannot provide them.

Frequently Asked Questions
Organizational Governance
- *Can you include contractors in the Staff and Board table?*
Yes, if you contract with someone who has one of the management expertise, you may list them.

- *What if "employee" volunteers time?*
You can account for volunteer time on the Staff Board Information table. Only expenses related to your funding request should be allocated in the budget.

- *What if we have multiple staff and Board members who have competencies in the six areas identified in the application?*

Please list the most experienced individual for each expertise area. We do not give a higher score based on whether the individual is a Board member or staff person; we are simply checking to see that all areas are represented. For smaller organizations, one person may be listed for several management expertise areas. Should someone hold several expertise areas, please indicate that in the Additional information.

- *What if an organization does not have a dedicated person assigned to legal or public relations?*

There is no need to have a staff or Board member dedicated to this role alone. You may have an individual who has expertise in this area as well as another area of governance.

- *How will you evaluate a board with consumer or client members?*

Boards will be evaluated on the six key areas of expertise that should be common among all nonprofit boards and staff.

- *What conclusions and then decisions are based on the board information?*

Governance information is reviewed to understand whether the organization has (1) the full complement of staff needed for the service levels they provide, (2) if staff and board possess all six areas of expertise, and (3) if the Board has a diversity of skills and experience.

Outcomes

- *Where do I indicate the Area of Need that my organization addresses in the community?*

Please indicate the Area(s) of Need that your organization addresses in two places: within the Application Form of the application and the Evaluation plan. The Areas of Need you choose in both sections should be the same.

- *Can you put many outcomes under a single Area of Need? What about more complex prevention where measures can only approximate outcomes?*

All your outcomes may be organized under a single Area of Need, or multiple Areas of Need; no preference is given either way. Please include what you feel are your strongest outcomes.

- *If you are applying for operational funds and taking the perspective of your whole organization, is it better to list outcomes by program or by Area of Need?*

Please submit outcomes by Area of Need. Remember when applying for operating funds, organize your outcomes by service and Area of Need and look at the big picture impact that operating funds will facilitate.

Strategic Planning

- *What if we are in the process of updating our strategic plan?*

Please attach your most recent strategic plan, along with a note regarding when you anticipate your next strategic plan will be completed.

- *What if we do not have a strategic plan?*

A solid strategic plan can take several months to develop. It's a good idea to start the process now so that you will have a plan in place for next year's funding process. Your application will still be considered without a strategic plan in place.

- *Is our organization too small to make a strategic plan?*

The County has prioritized the presence of a strategic plan in its application review process; this is considered a best practice for nonprofits of all sizes.

- *Most strategic plans cover at least three years; what if an organization submits the same plan as in past years?*

Given that most strategic plans cover three to five years, the County anticipates receiving the same strategic plan from some organizations. Whether it is the same or new, the County will be looking to see that it covers the current or FY25 timeframe and lists the organization's goals, strategies, resource requirements, and timeframe for accomplishing objectives.

Financial Information and Budget Request

- *How should we calculate whether our funding request is more than 30 percent of our operating revenue?*

Look at your current fiscal year's actual operating revenue. Your funding request should not be more than 30 percent of that number.

- *Is the 30 percent cap on requests based on the current fiscal year's operating revenue, or on the FY 2024 projected revenue?*

To ensure your request does not exceed the 30 percent cap, please use your most recent one-year actuals when calculating 30 percent of the operating revenue.

- *My organization is relatively new, and we do not have a lot of funding sources yet. How can we show our organization's solvency and prove that we are not relying solely on County funds?*

The mini-grant program was created to assist new, small organizations, so the application and scoring puts a stronger emphasis on programmatic elements that meet identified needs, instead of financials and administration.

- *Can you clarify what you mean by operational costs? Does the grant have to solely be asking for funding for a program or can operational and program costs overlap?*

Operational costs are costs that cannot be linked directly to a program, such as rent, administration, printing, and utilities. You can request both program and operating costs but be sure to explain your request thoroughly and how operating costs support the success of your program. If you have several different services, the County encourages you to think about the outcomes that you would most likely want to report on if you're requesting operating costs, making sure the tie between your operating expenses and your outcomes are clear. Note: It's much clearer to reviewers when it's a project because they can see the logic behind a project, but the County knows operating expenses are also very important therefore we will be clarifying with our reviewers that operating expenses are an acceptable request.

- *Should the financial information reflect my organization's fiscal year or the county's fiscal year?*

Financial information in section e. Budget and Supporting Financial Documents should reflect your organization's fiscal year. The number of employees should also be for that same fiscal year. If you have any significant anticipated changes for FY25, please describe them in your application narrative.

- *I heard that you could apply to the County for operating funds. Is that true? Does that change my application at all?*

Yes, your organization can apply for operational funding. This choice may influence what information you provide in Section a. Statement of Need of the application, so be sure to signify that you are requesting operating funds.

- *Are we just to include in the budget form the expenses we plan to use the County funds to pay for? Or the budget of our overall project?*

Only expenses for which you plan to use County funds. If your request is for $113,000 but your overall project is $300,000, your budget should reflect the $113,000.

- *In Section e. budget and Supporting Financial Documents, there is an optional box; what should be included in this section?*
    - *"If desired, please use this space to explain any area of concern on your financial statements."*

This text box is optional; it can be used to provide context for financial statements, if desired. For example, if an organization had a large one-time donation in 2020, the financials would show a large revenue increase, and then a large decrease in 2021. This box would be the place to explain.

- *We do not have an "audited financial report", nor do we use a "Financial Statement." What we do have are our 990's and profit and loss statements from the accountant's office. Can we submit the P and L instead of the audited report? And/or could this suffice for the financial statement?*

The Financial Statements for the last three years, signed by the organization's board chair or treasurer if unaudited, are required.

Financial Health

- *Definitions for some of the scoring criteria on financial health:*

Liquid Unrestricted Net Assets (LUNA), or reserves, consists of that portion of an organization's unrestricted net assets balance that could be converted to cash relatively easily if necessary. LUNA equals unrestricted net assets minus board designated reserves and the equity portion of fixed assets. Subtracting these two amounts removes the portion of the unrestricted net assets balance that is tied up in a building, equipment, designated fund, or other illiquid asset. Negative LUNA occurs either when the organization's unrestricted net asset balance is negative, or when the unrestricted net asset balance is smaller than the organization's net fixed assets.

Operating results are the key source of the accumulation or depletion of reserves. Surpluses increase reserves and allow for future flexibility and sustainability. Deficits deplete reserves and should be balanced by surpluses in prior or later years. Operating results can vary widely across organizations or across years, so it is important to note longer-term trends. Any negative result or downward trend should be investigated further and analyzed to understand whether a change in operating results is being driven by operating revenues, expenses, or both. Multiple years of operating deficits can indicate that an organization's deficit is "structural" and needs to be addressed strategically by raising additional revenue or reducing operating costs.

Months of cash on hand is an important measure of liquidity. The amount needed will vary based on how quickly an organization can convert receivables into cash; in the nonprofit sector, a range of **one to three months** is recommended. Organizations should think strategically about cash flow management and maintain rolling cash flow projections to predict and plan for potential cash flow issues.

Attachments

- *Where do we attach additional documents?*

There is an Additional Documents (if applicable) Upload at the end of the application. Keep in mind that the only documents used in scoring will be those that we have requested. Also note that reviewers will not open additional attachments unless they are referenced and explained elsewhere in the document. (For example, "See chart attached in Additional Documents.")

- *How long does it take to get a certificate of good standing?*

If you do not have any outstanding issues with the State Corporation Commission, you can get your certificate instantly. If you need to resolve an issue, it could take up to several weeks to resolve the issue before they will issue a certificate. *Note that you must be active and in good standing at the time of submission.*

- *What if we have multiple documents to upload for one requirement?*

AmpliFund only allows for one upload per Upload button. There is an Additional Documents (if applicable) Upload at the end of the application.

Other questions

- *Is there a list of local grant writers?*

While the County cannot advise on or endorse local grant writers, a link to a list of grant writers certified by the Grant Professional Association can be found at:
https://grantprofessionals.org/search/custom.asp?id=5900

- *Are there character limits on the application?*

No, there are no character limits within the text boxes; however, we have suggested word limits for each question to lessen the burden on reviewers.

- *Will mini-grants and larger grants be reviewed together? Is there a limited pot of funds (or number of grants) for mini-grants?*

There are separate processes through which each type of grant will be reviewed and allocated funding. For both grant types, funding recommendations will be based on scores, so that applications portraying strong, high-quality services are prioritized for funding.

- *I couldn't attend the informational training sessions. What resources are available online?*

The Informational training will be available online at www.loudoun.gov/nonprofitgrants, along with the PowerPoint presentation. The Application Manual contains detailed instructions and guidelines.

- *The grants (excluding mini-grants) have quarterly reporting requirements; do the grants payments correspond to those?*

No. All awardees will receive two payments (July 2024 and January 2025); the first payment will be disbursed through Automated Clearing House (ACH) following receipt of the signed MOU, and the second payment will be disbursed through ACH following approval of your mid-year report.

- *Can nonprofits attend the Board of Supervisors meeting when funding decisions are made?*

Yes, these meetings are open to the public. The Board agenda is published the week before the meeting.

- *Where can we find current local data?*

Loudoun County data can be found at www.livehealthyloudoun.org and www.countyhealthrankings.org. Data included on these sites is the most current available.

- *Do you have a sample MOU template that you could share with us?*

The County does not have a preferred MOU template; MOUs should be created at the discretion of partnering agencies.

- *Do you have a good example of a program budget and an organization's financial reporting that we could look at?*

There are some examples available through an online search of grant resources such as the following:
  - The Grantsmanship Center: www.tgci.com
  - National Grants Management Association: www.ngma.org
  - Foundation Center: www.foundationcenter.org
  - Grant Writing USA: www.grantwritingusa.com

- *What are the budget reporting requirements, if granted? (Quarterly, monthly, annual?)*

Performance and financial reports are required quarterly.

- *Funding is paid "upfront" as opposed to in arears, correct? Is funding given all at once or throughout the year?*

For the standard grant, payments are given in advance in two halves, at the start of the fiscal year (July), and after the mid-year reports are received (January). Mini-grants are paid in full at the beginning of the grant year (July).

Additional Resources

County Resources:
  - ARPA Professional Development Series: https://www.loudoun.gov/5769/ARPA-Nonprofit-Professional-Development

Grant Writing:
  - Grant Professionals Association: www.grantprofessionals.org
  - The Grantsmanship Center: www.tgci.com
  - Thompson (Federal): https://www.thompsongrants.com/
  - National Grants Management Association: www.ngma.org
  - Foundation Center (now CANDID): www.foundationcenter.org
  - Grant Writing USA: www.grantwritingusa.com

Evaluation:
- ► Innovation Network: www.innonet.org
- ► WK Kellogg Foundation: www.wkkf.org
- ► Institute of Museum and Library Sciences Outcome-Based Evaluations: www.imls.gov/grants/outcome-based-evaluations

Strategic Planning and Nonprofit Health:
- ► https://www.bridgespan.org
- ► https://nonprofitwa.org/learning-library/strategic-planning-in-nonprofits/
- ► https://www.wallacefoundation.org
- ► http://www.engineofimpact.org/
- ► www.councilofnonprofits.org
- ► www.boardsource.org
- ► *Nonprofit Sustainability* by Bell, Masaoka, and Zimmerman (book)
- ► www.joangarry.com
- ► www.nonprofitadvancement.org
- ► www.loudounchamber.org/nonprofits

a. Statement of Need

a.2. Provide data that supports the population served

Demographic Information/Populations Served

Please complete this table with as much information as your organization is able to provide. If you are not able to provide the information requested, explain why.

	FY 2022	FY 2023	FY 2024 YTD	Projected FY 2025
Unduplicated Loudoun County Residents Served				
Unduplicated Loudoun County Residents Served Specifically within area of need to be funded.				
Unduplicated Loudoun County Residents Served Specifically within area of need to be funded. *Complete only if applying under multiple areas of need.* List area of need:				
Unduplicated Loudoun County Residents Served Specifically within area of need to be funded. Complete only if applying under multiple areas of need. List area of need:				
Unduplicated Loudoun County Residents Served Specifically within area of need to be funded. Complete only if applying under multiple areas of need. List area of need:				
Number of Instances Provided				
Age Provide an unduplicated count for each year. *Note the change from prior years				
0-9				
10-19*				
20-24*				
25-34				
35-44				
45-54				
55-64				
65-74				
75+				
Race Provide an unduplicated count for each year.				
American Indian or Alaskan Native				
Asian, Asian Indian				
Black, African American				
Native Hawaiian or other Pacific Islander				
White				
Other				
Ethnicity Provide an unduplicated count for each year.				
Hispanic				
Latino				
Gender Provide an unduplicated count for each year.				
Male				
Female				
Non-binary				
Prefer not to answer				
In what zip codes do your clients reside? Provide an unduplicated count for each year.				
20147 (Ashburn)				
20148 (Broadlands)				
20165 (Cascades)				
20166 (Dulles)				
20189 (Dulles)				
20158 (Hamilton)				
20175 (Leesburg)				
20176 (Leesburg)				
20180 (Lovettsville)				
20117 (Middleburg)				
20118 (Middleburg)				
20129 (Paeonian Springs)				
20132 (Purcellville)				
20141 (Round Hill)				
20152 (South Riding)				

20164 (Sterling)				
20105 (Stone Ridge/Aldie)				
Client Income Level **Provide an unduplicated count for each year.**				
$0- $30,000				
$30,000 - $50,000				
$50,000 - $70,000				
$70,000+				
Undisclosed				

c. Organizational Background, Qualifications and Expertise

c.2. Describe your staff and the role and expertise of your board of directors

Staff List

Please provide the requested information for each Key Staff Member. If competency areas are covered by a Key Volunteer or Consultant, you may list them; please indicate position as "Volunteer" or "Consultant".

Name	Race (Drop down)	Position	Management Expertise (Drop down)	Years of Experience in Competency Area	Additional Informtation (If Other in Expertise, please explain here.)

Number of Full Time Staff:
Number of Part Time Staff:
Number of Volunteers:
Number of Board Members:
Number of times/year Board meets:

Board List

Please provide the requested information for each Board member, as applicable. If desired, more information/ explanation may be provided in the text box below.

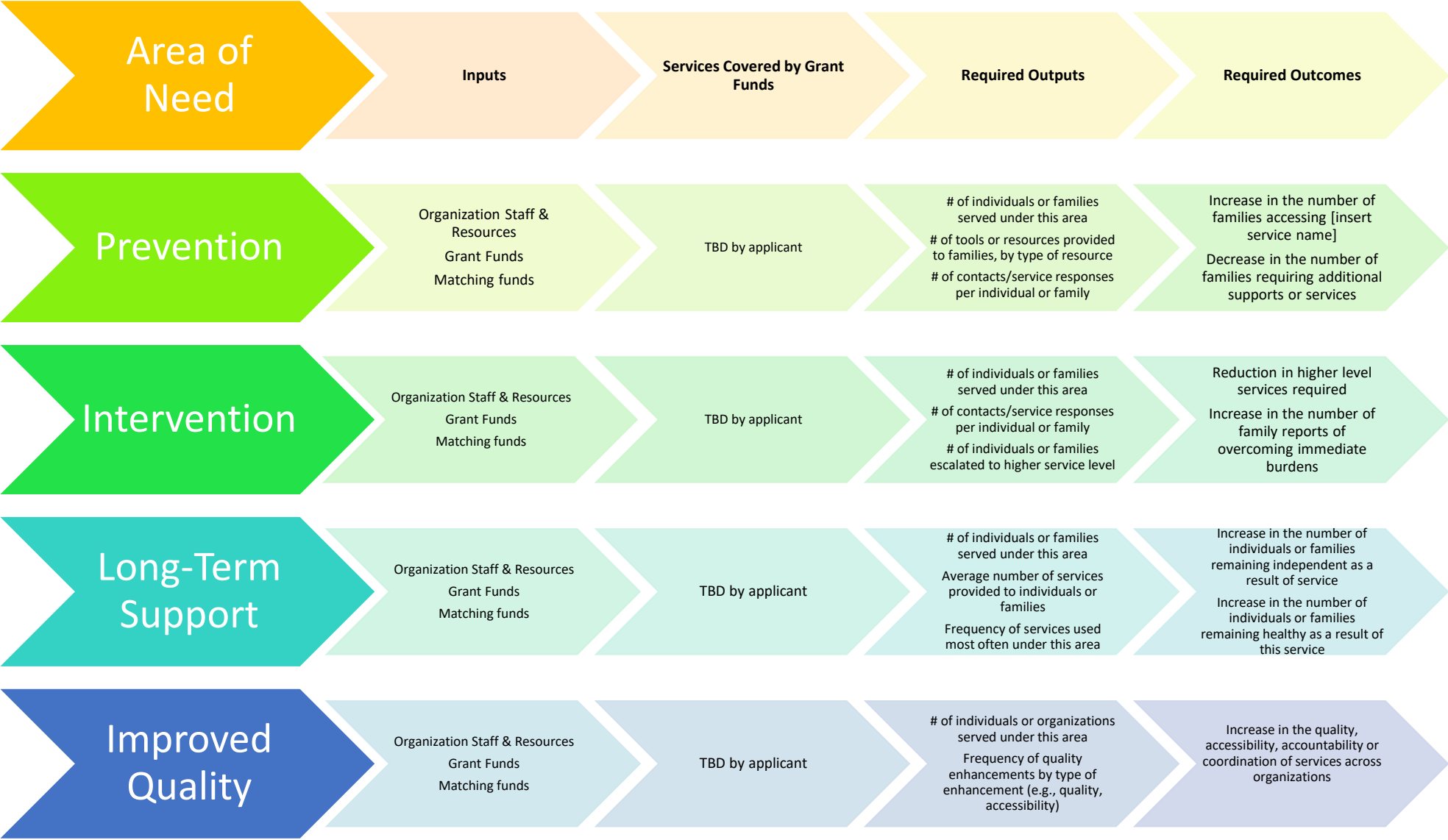| Name	Race (Drop down)	Position	Profession/Title	Employer	Management Expertise (Drop down)	Years of Experience in Competency Area	Related to Paid Staff	Additional Informtation (If Other in Race or Expertise, please explain here or if an individual has multiple areas of expertise, list here.)

The mission for the Human Services Nonprofit Grant Program is to support local nonprofits providing services that assist vulnerable and disadvantaged individuals and families in meeting a critical need for safety, health, security and independence. To accomplish this mission, Loudoun County Government will be collecting evaluation results from grantees on each of the areas of need for which they applied. The evaluation results will provide the Loudoun County Board of Supervisors with valuable information on the health of the program, whether nonprofits are meeting the needs of their communities and areas for improvement. The purpose of this template is to provide an outline and instructions for developing outcome measures in addition to the required outcome measures by area of need.

Exhibit 1. Areas of Need

Prevention and Self-Sufficiency	Crisis Intervention and Diversion	Long-Term Support	Improved Quality of Human Services
Services focused on assisting individuals and families in becoming and/or remaining independent and stable, and providing tools, skills, strategies, and resources to individuals and families	Services provided to individuals and families in crisis to overcome immediate problems, and reduce or prevent further penetration to more restrictive and expensive higher level services.	Services that focus on assisting individuals who have continuing, long-term support needs to remain healthy, safe, and independent in the community.	Services and opportunities provided to individuals, organizations, and communities that enhance the quality, accessibility, accountability and coordination of services provided by community organizations**.**

Each area of need can be associated with multiple outcomes. For the purpose of the Human Service Nonprofit Grant program, Loudoun County Government has identified a set of required outputs that should be measured for this grant. For each area of need identified in your application, you will need to complete the logic model components for services covered by grant funds. Applicants are required to set targets and collect data for the outputs and outcomes within their identified area of need. Applicants may choose to identify and collect additional outputs and outcomes data associated with their services for reporting as part of this grant cycle or for other reasons (i.e., reporting to their advisory board, public awareness campaigns, etc.).

Please review each of the logic models below to see the required outcomes.

Area of Need	Inputs	Services Covered by Grant Funds	Required Outputs	Required Outcomes
Prevention	Organization Staff & Resources Grant Funds Matching funds	TBD by applicant	# of individuals or families served under this area ## of tools or resources provided to families, by type of resource # of contacts/service responses per individual or family	Increase in the number of families accessing [insert service name] Decrease in the number of families requiring additional supports or services
Intervention	Organization Staff & Resources Grant Funds Matching funds	TBD by applicant	# of individuals or families served under this area # of contacts/service responses per individual or family # of individuals or families escalated to higher service level	Reduction in higher level services required Increase in the number of family reports of overcoming immediate burdens
Long-Term Support	Organization Staff & Resources Grant Funds Matching funds	TBD by applicant	# of individuals or families served under this area Average number of services provided to individuals or families Frequency of services used most often under this area	Increase in the number of individuals or families remaining independent as a result of service Increase in the number of individuals or families remaining healthy as a result of this service
Improved Quality	Organization Staff & Resources Grant Funds Matching funds	TBD by applicant	# of individuals or organizations served under this area Frequency of quality enhancements by type of enhancement (e.g., quality, accessibility)	Increase in the quality, accessibility, accountability or coordination of services across organizations

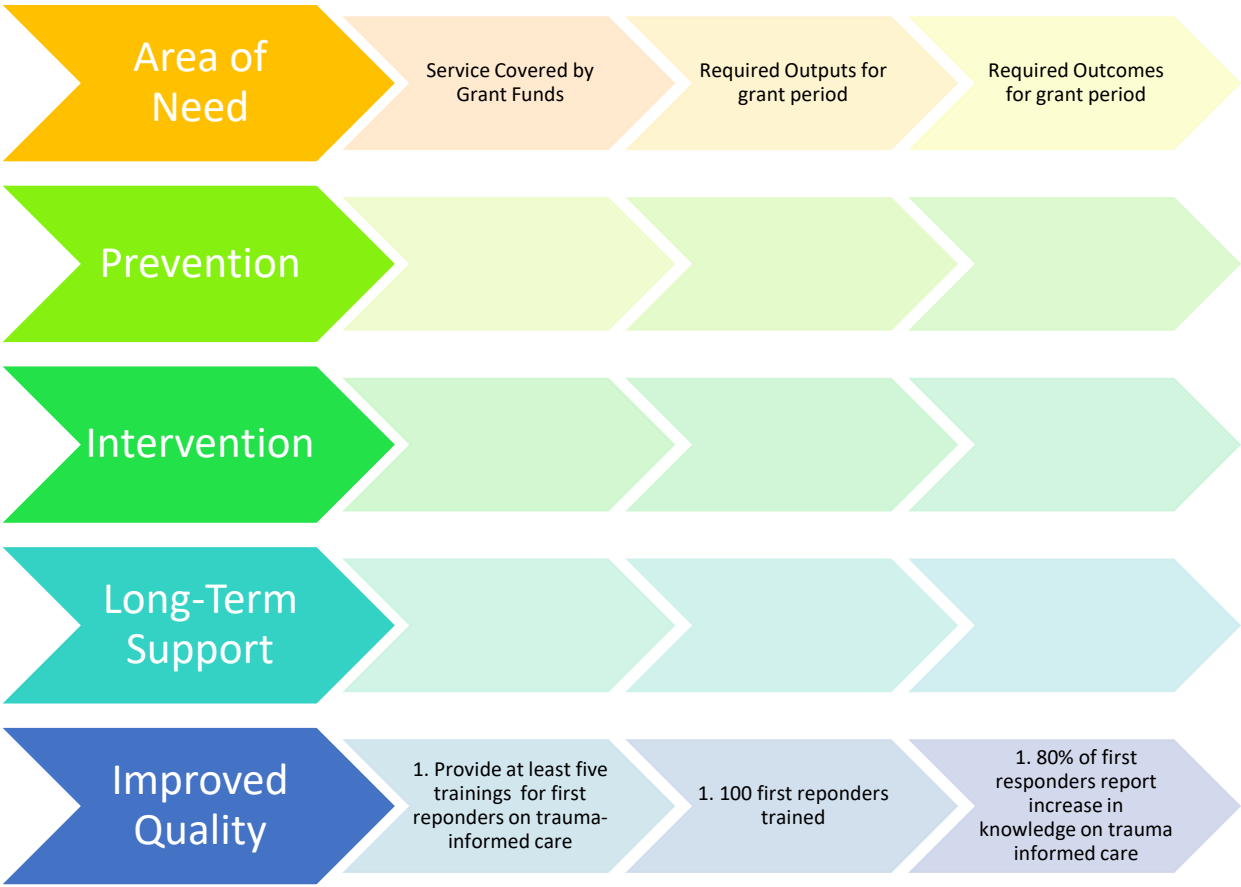For each of the completed outputs and outcomes above, complete quarterly targets using the table below.

Service	Outputs (from Above)	Outcomes (from Above)	Data source (s)	Quarter 1 Target	Quarter 1 Report Actual, including numerical count and percentage	Mid-Year Target	Mid-Year Report Actual, including numerical count and percentage	Quarter 3 Target	Quarter 3 Report Actual, including numerical count and percentage	Final Report Target	Final Report Actual, including numerical count and percentage

For each quarterly report, please use this space to describe any unanticipated outcomes or variances from projected outcomes:

Quarter 1:
Mid-Year:
Quarter 3:
Final Report:

EXAMPLE: This example is for a fictitious training organization that proposed to provide five trainings per year. Their chosen area of need was improved quality of supports.

Area of Need	Service Covered by Grant Funds	Required Outputs for grant period	Required Outcomes for grant period
Prevention			
Intervention			
Long-Term Support			
Improved Quality	1. Provide at least five trainings for first reponders on trauma-informed care	1. 100 first reponders trained	1. 80% of first responders report increase in knowledge on trauma informed care

EXAMPLE Continued: For each of the completed outputs and outcomes above, complete quarterly targets using the table below.

Service	Outputs (from Above)	Outcomes (from Above)	Data source (s)	Quarter 1 Target	Quarter 1 Report Actual, including numerical count	Mid-Year Target	Mid-Year Report Actual, including numerical count	Quarter 3 Target	Quarter 3 Report Actual, including numerical count	Final Report Target	Final Report Actual, including numerical count
Provide at least five trainings for first responders on trauma-informed care	100 first responders trained	80% of responders report an increase in knowledge of trauma informed care	Training attendance logs\n\nTraining evaluations	20% of responders report an increase in knowledge of trauma informed care		50% of responders report an increase in knowledge of trauma informed care		65% of responders report an increase in knowledge of trauma informed care		80% of responders report an increase in knowledge of trauma informed care	

For each quarterly report, please use this space to describe any unanticipated outcomes or variances from projected outcomes:

Quarter 1:
Mid-Year:
Quarter 3:
Final Report:

Additional Examples:

Service covered by grant funds	Class for 200 teen participants to prevent binge drinking
Area of Need	Prevention
How many individuals, families or orgs will be served by June 30 2022? (output)	200 teenagers in 3 high schools
How many tools or resources will be provided to individuals, families, or orgs by June 30 2022? (output)	One class on preventing binge drinking
How often will services be provided? (output)	Weekly from 10/2021 through 12/2021
How many contacts or service responses, on average, will you have with each individual, family, or org by June 30 2022? (output)	12 one-hour classes
What number (or percentage) of these contacts do you anticipate will result in a decreased need for services? (if applicable) (outcome)	Based on research, we anticipate 90% will not need additional services for binge drinking in the next year.
What impact(s) will these services and resources have on the quality of life for individuals, families and orgs by June 30 2022? (outcome)	1. 90% (180) of participants will report new skills in avoiding peer pressure to drink 2. 80% (160) of participants will report they did not engage in binge drinking during the past 3 months
What data sources will help you determine if you made an impact?	1. Survey of participants at last class 2. Survey of participants 3 months after last class

Service covered by grant funds	Coordination of service provider network
Area of Need	Improved Quality
How many individuals, families or orgs will be served by June 30 2022? (output)	300 human service agency staff
How many tools or resources will be provided to individuals, families, or orgs by June 30 2022? (output)	8 meetings
How often will services be provided? (output)	8 times per year
How many contacts or service responses will you have with each individual, family, or org by June 30 2022? (output)	Minimum 1, maximum 8
What number (or percentage) of these contacts do you anticipate will result in a decreased need for services? (outcome)	N/A
What impact(s) will these services and resources have on the individuals, families and orgs by June 30 2022? (outcome)	75% of all agencies participating in first meeting will send a representative to each subsequent meeting
What data sources will help you determine if you made an impact?	Sign in sheets from meetings

d. Evaluation and Sustainability
d.3.Grants/Contracts/MOU

	Three Grants/Contracts	TYPE (Drop down)	Status (Drop down)	Amount	Grant/Contract/MOU Year	Number of Years	Contact Name	Email	Phone	If not fully successful in achieving performance or financial goals of contract, give reasons
1				$0.00						
2				$0.00						
3				$0.00						
				$0.00						

	Three Most Significant MOUS	Description of MOU	Number of Years	Contact Name	Email	Phone
1						
2						
3						