Background

- SourcePoint's community grant program provides funding to Delaware County programs serving older adults

- Efficient use of tax dollars

- Encourages the development of community relationships

Background

2021

- Funding 23 programs from 20 different agencies

- Awarded $645,670

Purpose of Conference

- Review application requirements and expectations

- Provide examples and context for each application section

- Offer guidance in an effort to encourage the submission of high quality applications

Application Introduction

- Three (3) types of grants:

- **Mini Innovative-** a new program to SourcePoint/grantee agency: $10,000 or less *(preliminary meeting must be scheduled before application is submitted)*
- **Mini**- existing program funded by SourcePoint grant: $10,000 or less
- **General**- existing program funded by SourcePoint grant: more than $10,000

- Document labeling instructions
- *Application PDF: "Agency Name_Application_2022*
- Supporting Documentation

Application Timeline 2021 for 2022 Grants

- Applications will be released July 9th

- Due August 20th, by 11:59 pm

- Agencies will be notified of committee recommendation in early November

- Final, official notification after the Board vote in November

The Application

- Agency's chance to sell the importance of the program to the review committee
- A high quality application will
  - detail a community problem
  - outline the strategy for addressing the problem including
    - Methods
    - Process
    - Duration
    - Personnel
    - Cost

Application Components:

Section A — Agency Background and Introduction

Section B — Program Information

- Need Statement/Problem Description
- Program Description and Narrative
- Funding Impact (Innovative Applications Only)

Section C — Program Goal and Objectives

- Goal(s)
- Measureable Objectives/Method of Measurement
- Major Activities
- Timeline

Section D & E — Budget Narrative & Grant Project Budget

Section A: Agency Background and Introduction

- Starting Assumption:
  - person reading this section has **never** heard of your agency
- Consider:
  - Who are you?
    - Founding history, mission statement, etc
  - What do you do?
    - Major programs or services, primary population served
  - What experience do you have?
- Be as detailed as possible while staying within the word limit

Section B: Program Information
Need Statement/Problem Description

- What social or community problem will your program intend to address and why is it a problem?

- Do not discuss your solution/program in this section

- Community issues are considered problems if there is a consequence to either the community at large and/or the individual

- Without a clear understanding of these consequences, there is no understanding of the need for the program or the funding being requested

Section B: Program Information
Need Statement/Problem Description

- Start by stating your problem in a clear sentence then, consider:
  - What factors contribute to this problem at:
    - The community level
    - The individual level
  - What are the consequences of this problem at:
    - The community level
    - The individual level
  - What is the magnitude of this issue in Delaware County?

Section B: Program Information
Need Statement/Problem Description

- Example:
  - Social Problem: Hunger among at-risk older adults
  - Description of Problem-Contributing Factors:
    - Individual Factors: geographic location, physical disabilities, age, living situation, education level, socioeconomic class, race, mental and physical health issues
    - Societal Factors: food availability and affordability, social isolation, community socioeconomic and demographic characteristics

Section B: Program Information
Need Statement/Problem Description

- Example:
  - Social Problem: Hunger among at-risk older adults
  - Description of Problem-Consequences
    - Individual Consequences: Decreased Overall Health; Diet-Sensitive Chronic Diseases i.e. Heart Disease, Diabetes; Limited Activities of Daily Living, Depression;
    - Societal consequences: increased healthcare costs, increased tax burden
  - Description of Problem-Magnitude
    - Approximately 3,800 adults aged 55+ in Delaware County face the threat of hunger

Section B: Program Information
Program Description and Narrative

- How will this program address the previously described problem?

- Please estimate the number of individuals this program plans to serve in Delaware County

- Do not simply state:
  - All Delaware County residents age 55+
  - All Delaware County residents

Section B: Program Information
Program Description and Narrative

- Example: Hunger among at-risk older adults

- Program Description:
  - Meals-On-Wheels program to deliver healthy, balanced meals to 850 older adults in Delaware County up to 5 days per week
  - Contributing Factors addressed:
    - ➢ social isolation, food availability, geographic location, physical disabilities

Section C:
Program Goal & Objectives

Goal: broad <u>impact</u> intended by program

Example: *Combat hunger in Delaware County among at-risk older adults.*

Note: a goal is not a task involved with program administration such as renewing insurance or maintaining accurate documentation/files

Section C:
Program Goal & Objectives

Objective: measurable output expected as a result of the activities planned

Note: Measureable objectives should be specific, <u>measurable (including a description of the method of measurement to be used)</u>, realistic, and relevant to the mission of SourcePoint.

Example: *Serve 250,000 meals by December 31ˢᵗ, 2022 to 850 unduplicated at risk-older adults in Delaware County. SourcePoint will track progress using ServTracker.*

Note: an objective is not a task involved with program administration such as renewing insurance or maintaining accurate documentation/files

Section C:
Program Goal & Objectives

Activity: the actual task or event that will occur to meet the objective and ultimately achieve the goal

Example: *50 volunteers will deliver hot and/or frozen meals to at-risk older adults in their homes 5 days per week starting 3/30/22 continuing through 12/31/22.*

Section C:
Program Goal & Objectives

Timeline: By which dates the proposed objective(s) will be completed during the grant year

Section C:
Program Goal & Objectives

GOALS What is your project intending to accomplish?	MEASURABLE OBJECTIVES How will the goal be achieved? How many individuals do you plan for this objective to impact? What is your method of measurement?	MAJOR ACTIVITIES TO ACHIEVE OBJECTIVE What activities/tasks will you do to meet your objective? Please include number of individuals, events, etc.	TIMELINE Dates by which the proposed objectives will be implemented

Section D: Budget Narrative

Line Item (maximum 25 characters/approximately 13 words)	Source(s) of Additional Funding (maximum 150 characters/approximately 75 words)	Narrative of how SourcePoint's contribution was calculated & Justification for any increase from 2021 funding level

- Explanation of Line Item

- Source(s) of Additional Funding for **Delaware County services specifically**

- Explanation of how SourcePoint's contribution was calculated & justification for any increase from 2021 funding level

Section D: Budget Narrative

- Consider:
  - If asking for staff time, how was the dollar amount calculated? If using a % of time, why was that % chosen?
  - If asking for rent/utilities/supplies: How will SourcePoint's contribution be calculated? Why was this method chosen?
  - If asking for an increase in a line item from current grant year, why is this increase warranted?
  - If adding a new line item not requested in current budget, why is this new funding area necessary?

Section D:
Budget Narrative

- Explain further if no other funding is utilized for project request

- If program serves individuals outside of Delaware County, provide amounts of private funding, contributions, or donations received from Delaware County residents for the past 3 years

Section D: Budget Narrative

- Do Not:
  - Fail to explain a line item
  - Indicate a line item represents a % of overall budget but fail to explain why that % was decided on
  - Be overly brief

Section E: Grant Project Budget

If this program was funded in 2021, what were the specific dollar amounts for the line items. This column must perfectly reflect what is in your agency's current approved budget for 2021

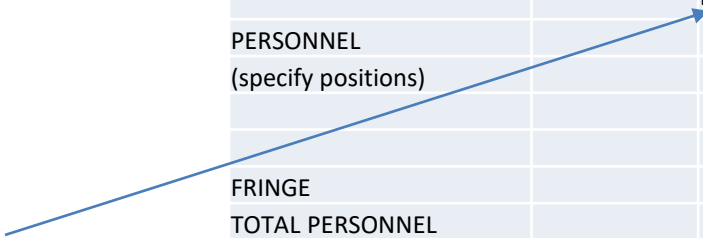|	2021 SourcePoint Grant Award	2022 SourcePoint requested FUNDS	2022 OTHER FUNDS for program	2022 TOTAL FUNDS for program
PERSONNEL (specify positions)				
FRINGE				
TOTAL PERSONNEL				
RENT				
UTILITIES				
SUPPLIES				
PRINTING				
POSTAGE				
OTHER OPERATING (specify)				
TOTAL OPERATING				
EQUIPMENT (attach list)				
OTHER EXPENSES (Define)				
TOTAL OTHER EXPENSES				
GRAND TOTAL				

Section E: Grant Project Budget

What are you asking for in 2022? Line items do not need to perfectly match current funding year. May add or remove line items based on the 2022 needs

	2021 SourcePoint Grant Award	2022 SourcePoint requested FUNDS	2022 OTHER FUNDS for program	2022 TOTAL FUNDS for program
PERSONNEL (specify positions)				
FRINGE				
TOTAL PERSONNEL				
RENT				
UTILITIES				
SUPPLIES				
PRINTING				
POSTAGE				
OTHER OPERATING (specify)				
TOTAL OPERATING				
EQUIPMENT (attach list)				
OTHER EXPENSES (Define)				
TOTAL OTHER EXPENSES				
GRAND TOTAL				

Section E: Grant Project Budget

	2021 SourcePoint Grant Award	2022 SourcePoint requested FUNDS	2022 OTHER FUNDS for program	2022 TOTAL FUNDS for program
PERSONNEL (specify positions)				
FRINGE				
TOTAL PERSONNEL				
RENT				
UTILITIES				
SUPPLIES				
PRINTING				
POSTAGE				
OTHER OPERATING (specify)				
TOTAL OPERATING				
EQUIPMENT (attach list)				
OTHER EXPENSES (Define)				
TOTAL OTHER EXPENSES				
GRAND TOTAL				

What other funds are in place to support this program/service in Delaware County only?
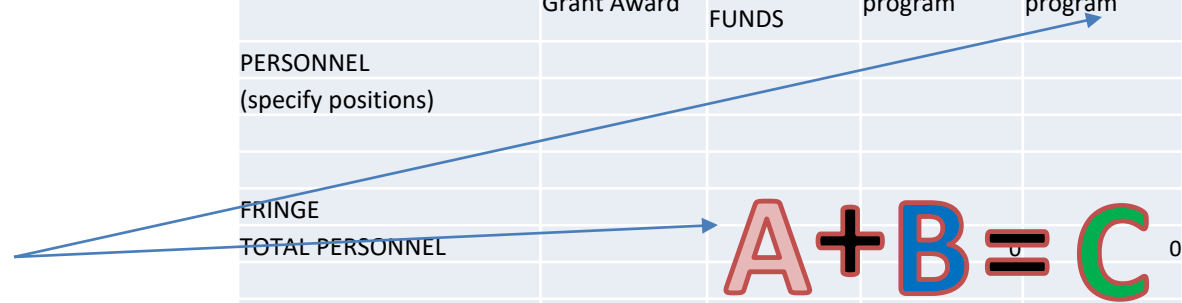
Section E: Grant Project Budget

	2021 SourcePoint Grant Award	2022 SourcePoint requested FUNDS	2022 OTHER FUNDS for program	2022 TOTAL FUNDS for program
PERSONNEL (specify positions)				
FRINGE				
TOTAL PERSONNEL				0
RENT				
UTILITIES				
SUPPLIES				
PRINTING				
POSTAGE				
OTHER OPERATING (specify)				
TOTAL OPERATING				
EQUIPMENT (attach list)				
OTHER EXPENSES (Define)				
TOTAL OTHER EXPENSES				
GRAND TOTAL				

$A + B = C$

How much does your agency plan to spend total in 2022 on this program? SourcePoint funding + all other funding. This process allows committee members to analyze what percent of the overall program budget SourcePoint is supporting and decide if they feel it is an appropriate amount

Section E:
Grant Project Budget

There are 3 section total lines for the total requests for the individual sections of the budget

1. Total Personnel
2. Total Operating
3. Total Other

There is a grand total line for the sum of the entire request

	2021 SourcePoint Grant Award	2022 SourcePoint requested FUNDS	2022 OTHER FUNDS for program	2022 TOTAL FUNDS for program
PERSONNEL				
(specify positions)				
FRINGE				
TOTAL PERSONNEL				
RENT				
UTILITIES				
SUPPLIES				
PRINTING				
POSTAGE				
OTHER OPERATING (specify)				
TOTAL OPERATING				
EQUIPMENT (attach list)				
OTHER EXPENSES (Define)				
TOTAL OTHER EXPENSES				
Grand Total				

In Summary

- Be Clear

- Be Concise

- *Follow word limits- Anything over the word count limit will be automatically deleted and not be considered as part of your application*

- Connect everything back to the selected contributing factor of the defined social problem

The Review Process

- Grant Review Committee

  - Group of 6 SourcePoint board members, 1 community member and SourcePoint staff

  - Board members and community representative change every year

- Committee meets 4 times in September/October to discuss applications and their recommendations

- Committee members review each application and assign a suggested funding level. *New process*

- Committee presents recommendations to full board in October

New Process

- 3 grants offered rather than 4.
- Word document rather than a fillable PDF.
- *Anything over the word count limit will be automatically deleted and not be considered as part of your application*
- 5 minute explanation of your project (what you will do, who it will serve, expected impact) to grant committee.
- 5 minutes for questions – come prepared!