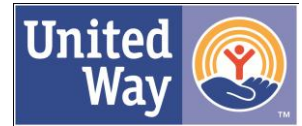




United Way of Metropolitan Dallas (UWMD) Community Impact Grants

RFP Training 2011

Orientation Overview



- United 2020 Goals, Strategies & Metrics
- Stewardship
- Grant Application
- Preparation
- Submission
- Community Impact Grants Process
- Question & Answer Session
- e-C Impact

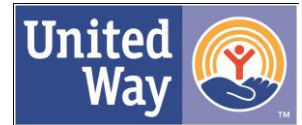
To be ELIGIBLE to apply for funds, an organization must meet the following requirements:

1. The program to be funded should concentrate its efforts and services within the UWMD service area (Dallas, Collin, Southern Denton and Rockwall counties)
2. The program must align with one of the United 2020 Goals, Strategies and Community Metrics, or fall under the Basic Needs Area.
3. The submitting organization must meet the Financial/Stewardship Criteria.



UNITED 2020 Goals, Strategies & Metrics

The United 2020 Goals:



EDUCATION	INCOME	HEALTH
Prepare 50% more students to succeed in education after high school	Move 250,000 more people out of poverty permanently	Improve community health through expanded access , preventive care and healthy behaviors



Strategies & Metrics: Education



Strategy	Metrics
<p>1) Parents and Mentors: Students have support and encouragement for educational success from parents/advocates, and mentors.</p>	<p>Increase the number of Individuals in family engagement programs.</p>
	<p>Increase the number of youth in mentoring programs.</p>



Strategy	Metrics
2) Early Childhood: Pre-school children access high quality early learning programs.	Increase the number of children in high quality early childhood learning programs.
	Increase the number of children ages 0-5 making positive developmental progress.

Strategy	Metrics
<p>3) English Learning: Students access developmentally appropriate English Language Learning programs.</p>	<p>Increase the number of students enrolled in Limited English Proficiency programs.</p>

Strategy	Metrics
<p>4) Afterschool and Summer: Students access high quality, enriching out of school programs which are aligned with school day curriculum.</p>	<p>Increase the number of students served by out of school programs aligned with school day curriculum.</p>

Strategy	Metrics
<p>5) Math and Science: Students access age-appropriate math and science education.</p>	<p>Increase the percentage of students that are successful in Math and Science.</p>

Strategy	Metrics
<p>6) College and Career Preparation: Students access age appropriate college and career preparation.</p>	<p>Increase the percentage of college ready high school graduates.</p>

Strategies & Metrics: Income



Strategy	Metrics
<p>1) Access to Jobs: Collaborate and leverage relationships with employers, public sector Organizations, and the broader business community to help provide low-income individuals access to jobs.</p>	Increase the number of employees on payrolls
	Increase the number of small businesses (1-19 employees)
	Increase the number of higher paying “blue collar”/ technical jobs



Strategy	Metric
<p>2) Financial Education: Ensure that low-to-moderate income individuals participate in financial education programs to achieve increased assets and decreased liabilities.</p>	Increase the number of EITC filers served by VITA sites
	Increase the number of people served through IDAs and other organized savings programs
	Increase the number of individuals completing financial education programs



Strategies & Metrics: Income



Strategy	Metric
3) Job Skills Training: Ensure that individuals have the skills to be hired.	Increase the number of individuals completing work training programs

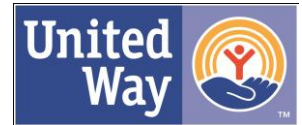
Strategy	Metrics
1) Expanded Access: Expand Access to Care	Increase the number of individuals insured and the number of children enrolled in CHIP & Medicaid
	Increase access to physical, mental, vision, dental, and non-emergency care

Strategy	Metrics
2) Preventive Care: Focus on Prevention and Early Intervention through Screening and Monitoring	Increase the percentage of children that have well-child visits in the 1 st six years of life.
	Increase the percentage of mothers that receive prenatal and perinatal care.

	Strategy	Metrics
<p>3) Healthy Behaviors: Promote Healthy Lifestyles through Health Information, Education and Programming</p>	<p>A) Obesity: Focus on Prevention and Early Intervention of adult and childhood obesity.</p>	<p>Decrease the percentage of individuals that are overweight and medically obese.</p>
	<p>B) Substance Abuse: Decrease the use of illicit drugs and alcohol by adults and children.</p>	<p>Decrease the percentage of individuals that have used illicit drugs and alcohol within the past month</p>
	<p>C) Family Violence, Child & Elder Abuse: Decrease the incidents of family violence, child and elder abuse.</p>	<p>Decrease the incidents of family violence, child abuse and elder abuse</p>



Basic Needs



Programs applying under Basic Needs must offer services in at least 1 of the following categories:

Categories

Disaster Response: Help individuals prepare for, protect against, respond to, and recover from natural disasters.

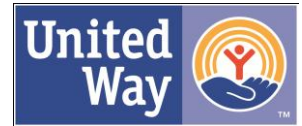
Emergency Assistance: Help individuals experiencing a financial crisis keep utilities connected and avoid eviction/homelessness.

Food: Help individuals access nutritious food and avoid hunger.

Housing/Shelter: Provide safe shelter and/or housing opportunities for homeless individuals.

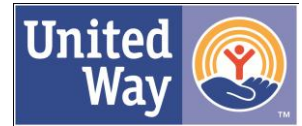
Emergency Information & Referral: Help connect individuals with social service organizations during times of crisis.

Basic Needs



- Basic Needs will receive 8% of our Overall Community Fund (approx. \$1.7 million).
- Programs in this category are not required to demonstrate an alignment with United 2020 goals and strategies.
- Successful Basic Needs programs will:
 - Align with one of the five Basic Needs categories.
 - Offer services that do not align with other UWMD Strategies.
 - Clearly track client progress and measure effectiveness.
 - Collaborate to promote self-sufficiency long-term.
 - Combine to serve entire UWMD service area.

Allocations Overview



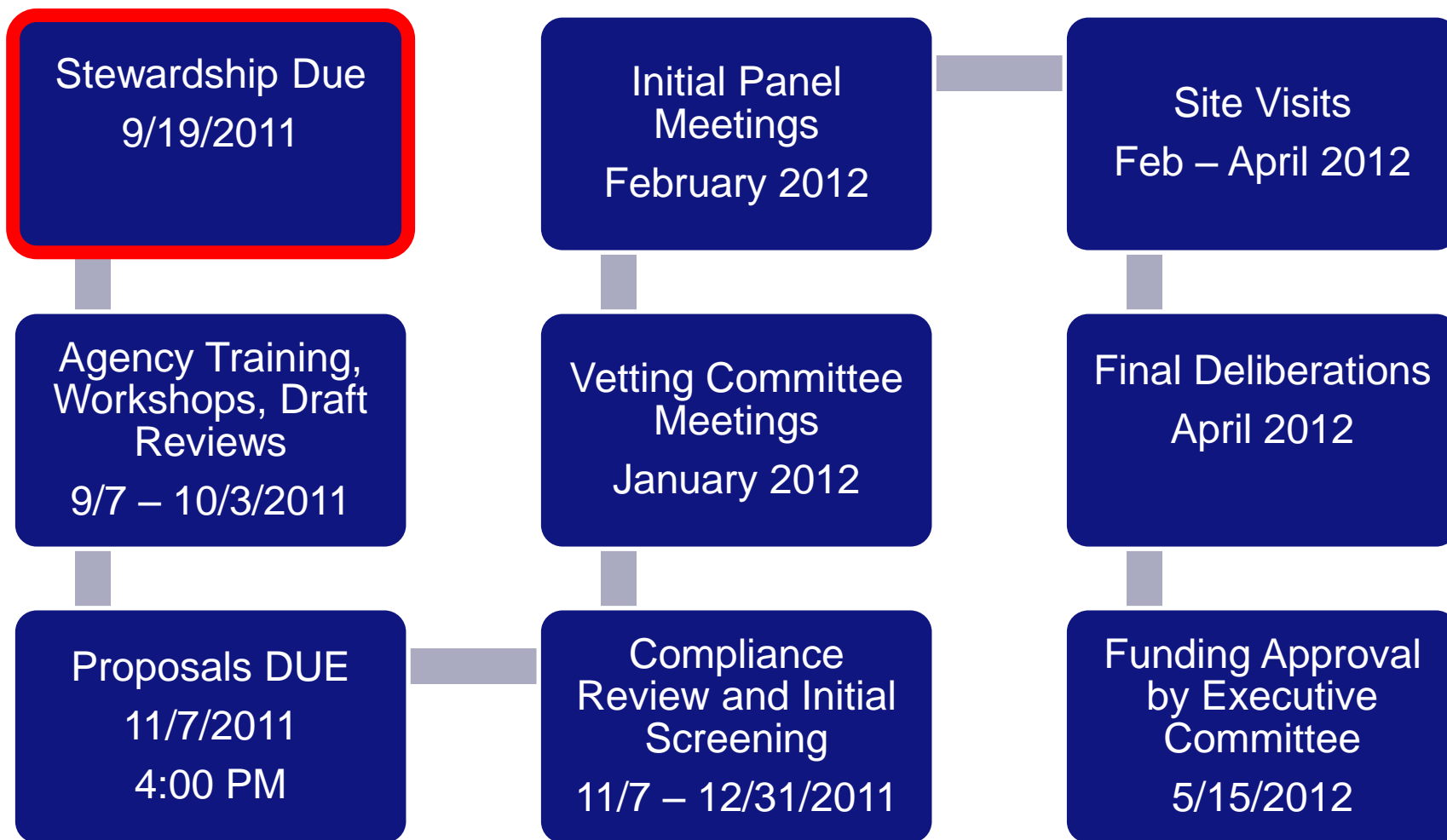
- ***Community Fund Estimated Total: \$21,498,231***
- Estimate based on last year's Community Fund. Actual amount may be higher or lower.
- Allocation percentages for each Panel were determined through an internal decision-making process that centered on 1) the overall estimated cost of each strategy and 2) community capacity.
- See pg. 10 in RFP for detailed breakdown.

Questions?

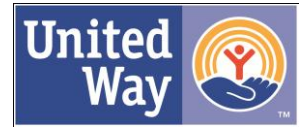
Next Section: Stewardship

Stewardship

Timeline of the Grant Process:



Timeline: Stewardship



August 31st: Stewardship training

September 6th – 9th: Stewardship draft review

September 19th: Stewardship packet due (hardcopy & uploaded into eC-Impact)

Mid October: Stewardship decisions final, letters go out

Requirements to Apply: Stewardship



Required from all applicants:

1. Audit
2. Management Letter
3. Tax Return
4. Budget
5. Board Roster
6. Board Calendar
7. Unaudited Financial Statements
8. PATRIOT Act Compliance
9. Disclosures

Only required from those that are new applicants, agencies that didn't pass Stewardship in 2010, and any agency that had policy changes in any of the areas listed below since 11/2010.

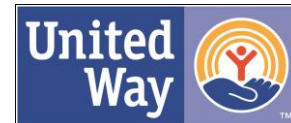
10. Conflict of Interest Policy
11. Whistleblower's Policy
12. IRS Determination Letter
13. Anti-discrimination Statement

Stewardship: Completed Packet



- Items submitted in order, checklist first
- Items that will be completed online in e-C Impact, then printed from e-C Impact & turned in:
 - Checklist
 - PATRIOT Act Compliance
 - Disclosure Form

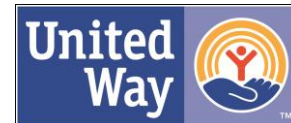
Stewardship: Who the Policy Covers



1. Whistleblower's Policy – employees & representatives of agency (board & officers)
2. Anti-Discrimination Statement – employees & clients
3. Conflict of Interest – employees & representatives of agency (board & officers)

Sample policies are located in the Resource Center in e-C Impact

Stewardship: FAQ



- Faith based organizations
 - Anti-discrimination statement
 - 990
- Independent Audit
- Management letter not required
- PATRIOT Act documentation
- Ratios

Questions?

Next Section: Grant Application



Grant Application

Grant Application Overview



1. Organization Information & Capacity Form
2. Board Demographics Chart
3. Staff Demographics Chart
4. Program Request Summary Form
5. Program Narrative Form
6. Number of Unduplicated Clients
7. Evaluation Narrative
8. Logic Model
9. Program Budget Form
10. Program Budget Narrative
11. Outcome Tool(s) & Scoring Key (if applicable)

Organizational Information & Capacity

- Items 1-3 (Organization Information & Capacity, Board Demographics Chart, Staff Demographics Chart) will only need to be completed once per Organization. Each of these forms should be attached to each program proposal copy.
- For 5a and 5b, respond to each bullet point listed on pg. 27-28 in RFP.
- Question 5b, on the Organizational approach to evaluation, is new to this section (moved from Evaluation Narrative).
- Regarding 5d (board contribution), financial contributions can include “give or get” or in-kind donations.
- Refer to pg. 57 for Evaluation Guidelines on all questions in the Organizational Information & Capacity section.

Program Summary Request Form:

- Metric(s) Addressed should align with the appropriate Strategy Area and Impact Area (pg. 6-8 RFP)
- Question 2h (use of requested funds) is a scored section. Refer to pg. 57 of RFP for Evaluation Guidelines.
- Questions 2i & 2j (past funding and funding summary) are new, and provide the opportunity to indicate the extent of past UWMD support for the particular program.
- Keep answers brief. The Program Plan offers ample space to elaborate on information presented in the Program Summary.

Program Narrative Form:

- For 2a & 2b (Program Plan) be sure to respond to each bullet point listed on pg. 36-37 of RFP, and refer to pg. 57-58 of RFP for Evaluation Guidelines.
- Be sure to utilize the available space in each section to ensure thoroughness.

Number of Unduplicated Clients:

- Include all program clients, not just those supported with the help of UWMD funds.
- Only include clients directly served in the proposed program. Make sure client numbers are not duplicative.

Evaluation Narrative:

- Clearly describe how impact is measured for the proposed program, as well as the historical results and/or research that supports your approach and outcome targets.
- Be sure to respond to each bullet point listed on pg. 41 of RFP, and refer to pg. 58-59 of RFP for Evaluation Guidelines.
- Be sure to utilize the available space to ensure thoroughness.

Upload Measurement Tool(s) & Scoring Key (if applicable):

- Organizations may upload up to 5 measurement tools. Tools should clearly support target outcomes.
- Include all scoring keys for any measurement tools uploaded.

Grant Application



Logic Model:

- A Logic Model should give the reader a quick overview of the program.
- Every Logic Model must include at least 1 reportable, short-term outcome that will be measured during the 2012-2013 funding year.
- Each proposal must include a Logic Model.
- Each outcome (short, mid, long-term) must be measurable and include a target.
- The Organization can self-define short, mid and long-term to fit the outcomes and duration of the program.
- All the parts of the Model must flow logically from start to finish.
- Basic Needs: fill in the term “Basic Needs” in metric, strategy and community impact goal.
- Basic Needs: applicants must submit a minimum of one short term outcome for each program, although mid and long-term outcomes are encouraged.

- Logic Model Development will be one of the topics discussed at the Application Workshop on September 22nd, 2010 here at UWMD (more info on Slides 42-43).
- Additional Resources:
 - Kellogg's Logic Model Development Guide - <http://www.wkkf.org/knowledge-center/resources/2010/Logic-Model-Development-Guide.aspx>
 - “Measuring Program Outcomes: A Practical Approach” by United Way World Wide
 - Order by calling 1-800-772-0008, cost is \$5 a copy plus shipping. It will take 7-10 days to ship.
 - Organizations are welcome to visit UWMD to read this text.

Grant Application (Cont.)



Program Budget Form:

- Budget must only reference the proposed program being submitted for funding.
- Program revenue/expenses, funding sources, and total program cost must be included for the proposed funding year, current year, and previous year.
- Double-check for completeness and correct arithmetic.
- Percent of UWMD Request to total program cost and cost per client will be automatically calculated.
- Budget requires line itemed program revenue and expenses in detail.

Program Budget Narrative:

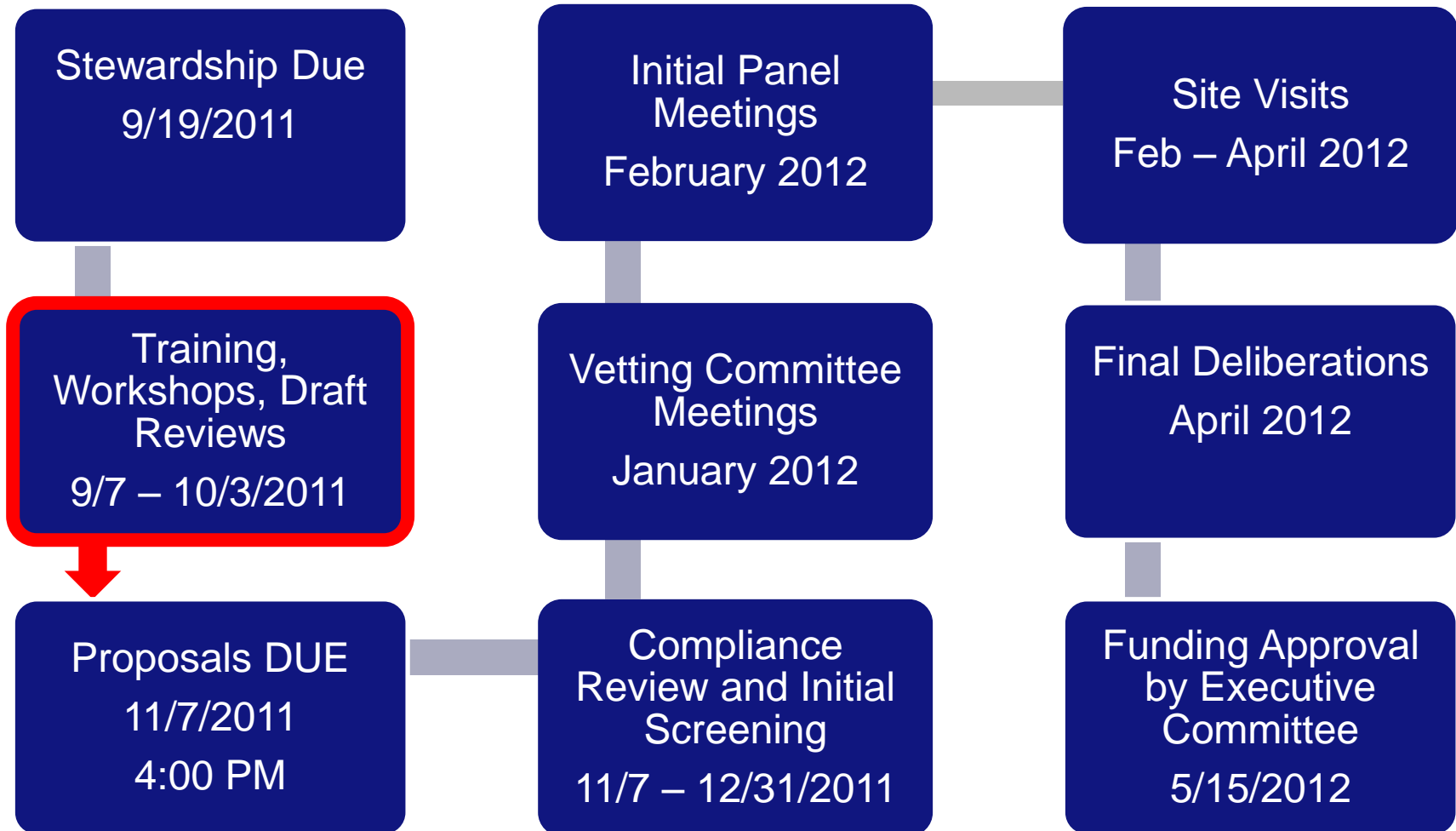
- Explain budget variances, and areas of the budget that may require additional explanation, and whether or not UWMD funds will be used as a match. Complete

Questions?

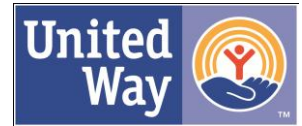
Next Section: Preparation

Preparation

Timeline of the Grant Process:



Application Workshops



- Workshops will be held at UWMD to offer additional information on the following topics:
 - **Outcome Measurement**
 - **Logic Model Development**
 - **Site Visit Process**
- Bring Your Own Copy of the RFP. Copies will NOT be provided.
- Register on our main website: www.unitedwaydallas.org
- RSVP no later than 2 business days prior to the session.

Application Workshop Dates



Outcomes, Logic Models, and Site Visits:

- When you RSVP please include the name of **each** person attending **each** session.
- Workshops will take place at:
 - United Way Metropolitan Dallas
 - 1800 Lamar, Dallas, TX 75202
 - Citigroup Boardroom
- There will be two sessions:
 1. September 22, 2011 from 8:30 AM – 11:30 AM
 2. September 22, 2011 from 1:00 PM – 4:00 PM
- **Bring your own copy of the RFP, we also suggest bringing a draft of any proposals you plan to submit.**

Application Draft Review



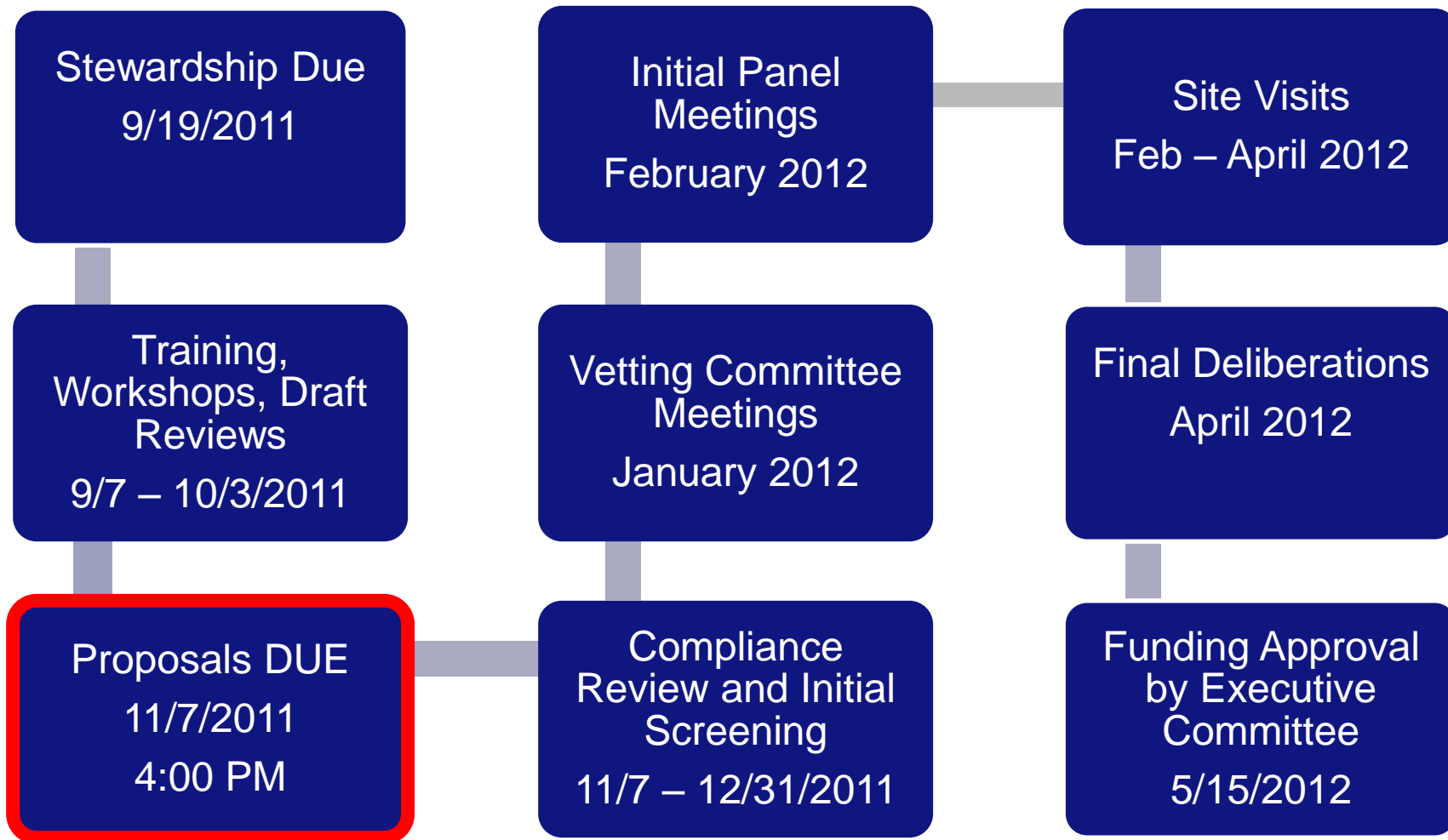
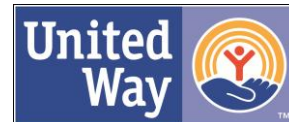
- UWMD Staff will read and review application drafts that are received by **October 3rd, 2011 at 4:00 PM.**
- Submitting a draft is **optional** but recommended.
- Application drafts will be reviewed on a first come, first served basis.
- **Having an application draft reviewed by UWMD Staff does not guarantee funding.**
- Any application drafts received after the October 3rd deadline will be reviewed as time allows.

Questions?

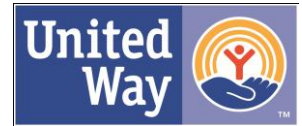
Next Section: Submission

Submission

Timeline of the Grant Process:



Compliance Requirements



Failure to comply fully with these two requirements will result in the proposal being removed from consideration:

1. On-Time
2. Complete

On-Time: Proposal Submission Deadlines



ONLINE: Complete application packets must be submitted online on e-C Impact by **Monday, November 7th, 2011 at 4:00 PM.**

HARD COPIES: Complete application packets (3 hard-copies per proposal) must be delivered to the UWMD office by Friday, **November 11th, 2011 by 4:00 PM.**

- All hardcopies that are mailed must arrive at UWMD offices by the November 11th deadline.

Late submissions will not be accepted.

Complete



Organization Application Packet:

1. ONE (1) Copy of the Approval & e-Signature Form;
2. THREE (3) Copies of each Program Proposal being submitted for funding.
3. TWO (2) Copies of the Organization Application Packet Submission Receipt (pg. 56 in RFP and available to download in Resource Center of e-C Impact)
4. **Binder Clip** each complete Program Proposal together so that you have THREE (3) separate and complete packets.
5. All hardcopies must be **Three Hole Punched**.
6. UWMD highly encourages you to print your application packets **Double Sided**.
7. All hardcopies must be printed in **Large Font PDF** from e-C Impact.

Program Proposal:

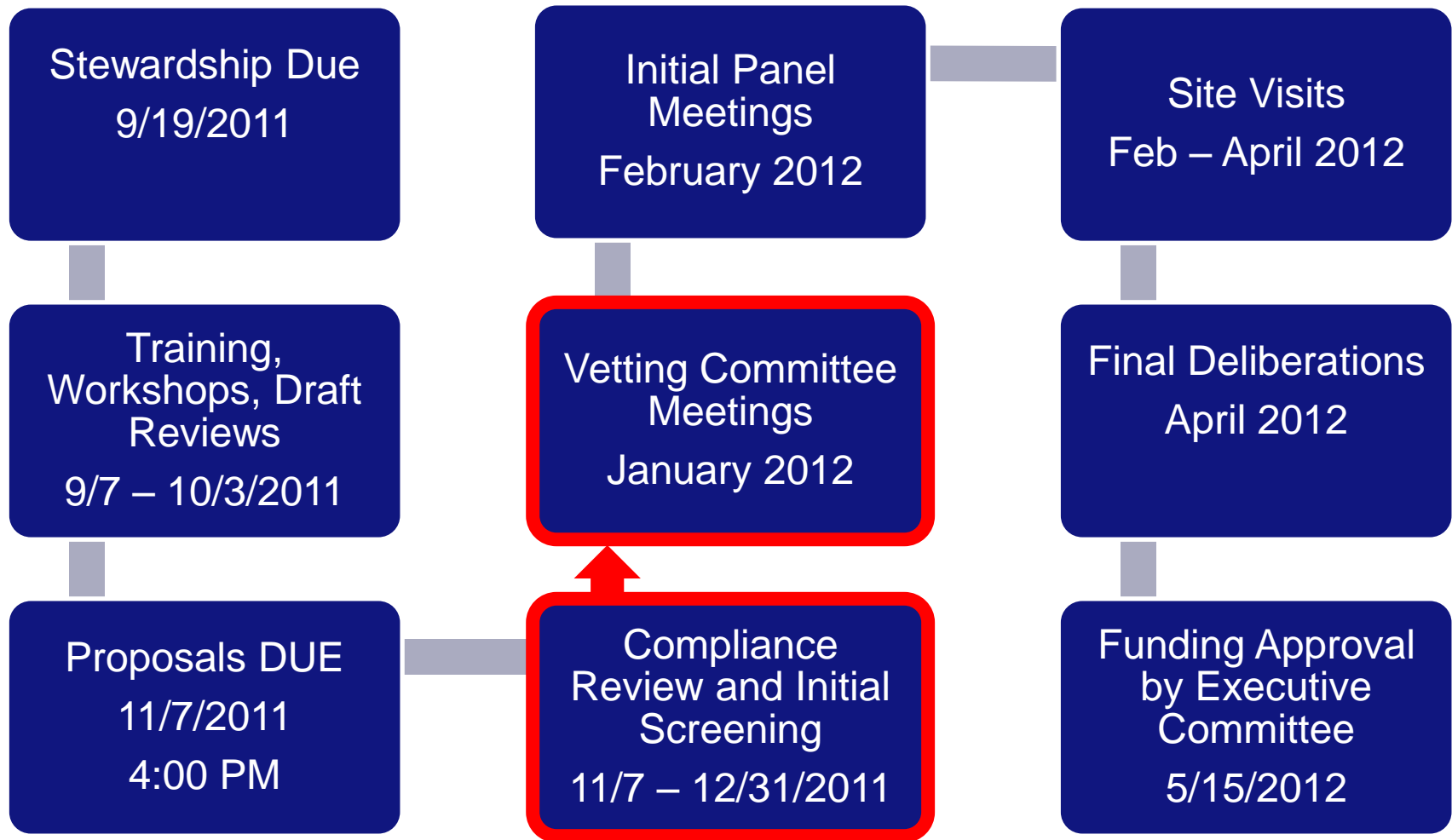
1. Organization Information & Capacity Form
2. Board Demographics Chart
3. Staff Demographics Chart
4. Program Request Summary Form
5. Program Narrative Form
6. Number of Unduplicated Clients Chart
7. Evaluation Narrative Form
8. Logic Model Diagram
9. Outcome Tool
10. Program Budget Form
11. Program Budget Narrative

Questions?

Next Section: Process

Community Impact Grants Process

Timeline of the Grant Process:



Program Proposal Compliance Review



- If a proposal receives a “No” to any of the Yes/No questions on Slide 56, it will be removed from the review process and no longer considered for funding.
- The organization will be notified of this decision via e-mail correspondence in December.
- All decisions are final, there is no process to appeal.

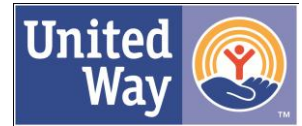
Proposal Compliance Review



Yes/No Compliance Checklist:

1. Submitted on time?
2. Annual report submitted on time? (If previously funded)
3. Proposal complete (including all attachments)?
4. Align with an Impact Goal?
5. Align with an Impact Strategy?
6. Align with at least one of the Community Metrics under the strategy?
7. Pass Stewardship Review?

Proposal Evaluation



- After passing compliance, proposals will be evaluated by UWMD staff and Panel volunteers.
- Each program proposal can receive a maximum of 70 points.

Proposal Evaluation

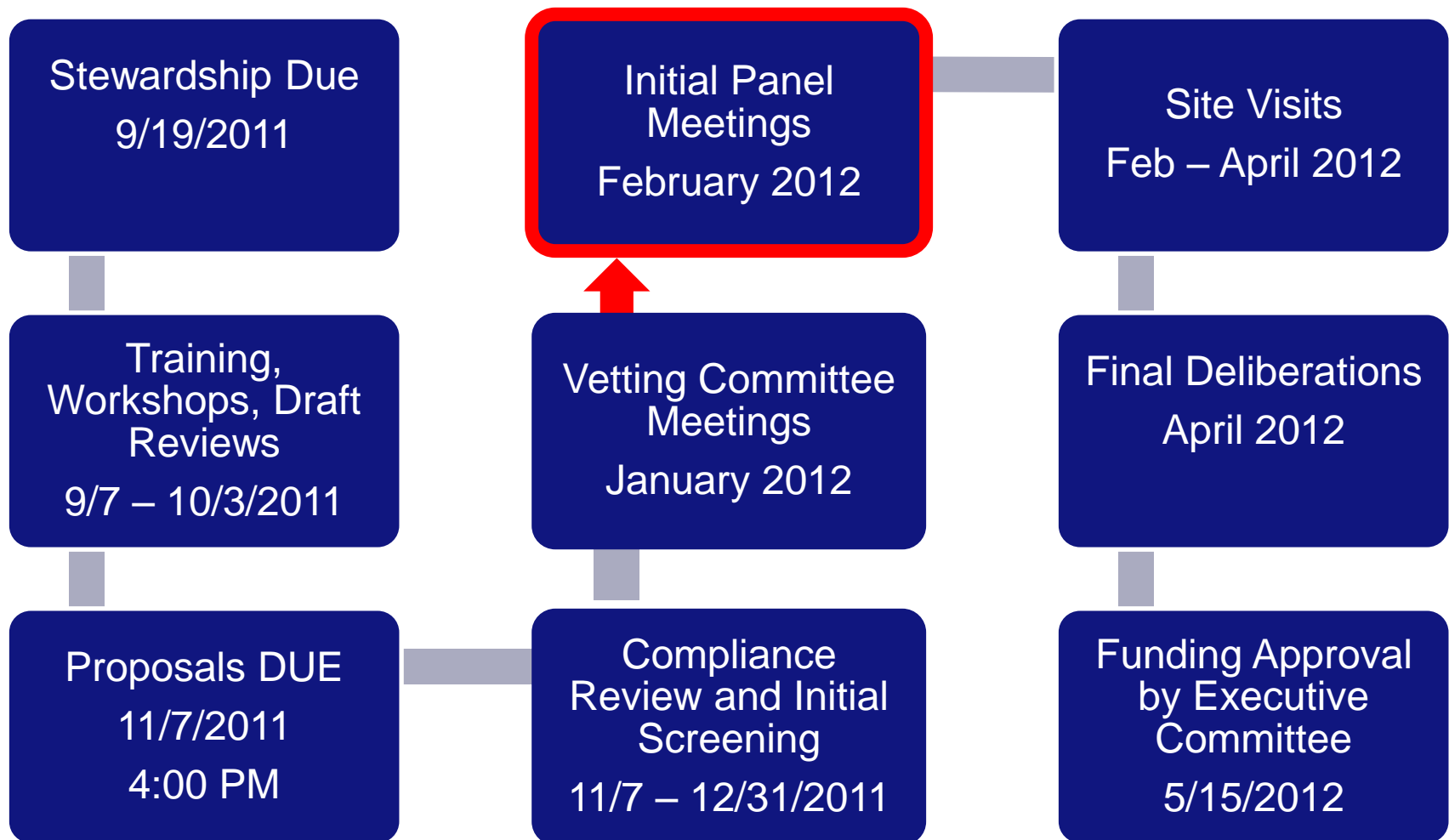
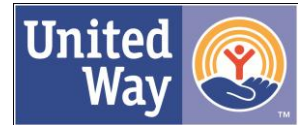


Initial Screening Process

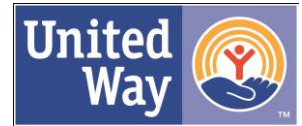


- After passing compliance the proposals will move to the Initial Screening Process.
- A UWMD Grant Specialist will review each proposal and give a score using the Proposal Evaluation Tool (pg. 57-59)
- Proposals scoring less than 69% (48 points) will be sent to the Vetting Committee (UWMD Grants Specialist, Panel Chair/Vice-Chair, Chair of Community Impact Committee)
- The Vetting Committee will decide whether or not to remove low-scoring proposals. The decision to remove a proposal must be unanimous.
- If a proposal is removed, the organization will be notified of this decision via email in January.
- All decisions are final. There is no process to appeal.

Timeline of the Grant Process:

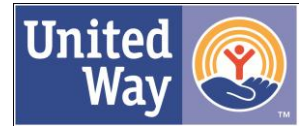


Panel Proposal Evaluation



- Proposals scoring > 69% (48) or passed by the Vetting Committee will be reviewed by the entire Volunteer Panel.
- Volunteers will be required to evaluate and score each proposal in their panel using the Proposal Evaluation Tool (pg. 57 of RFP)
- The proposals will be ranked according to average score prior to the Initial Panel Meeting.
- Decisions to award a Site Visit will be made in February, organizations will be notified via e-mail.

Panel Proposal Evaluation

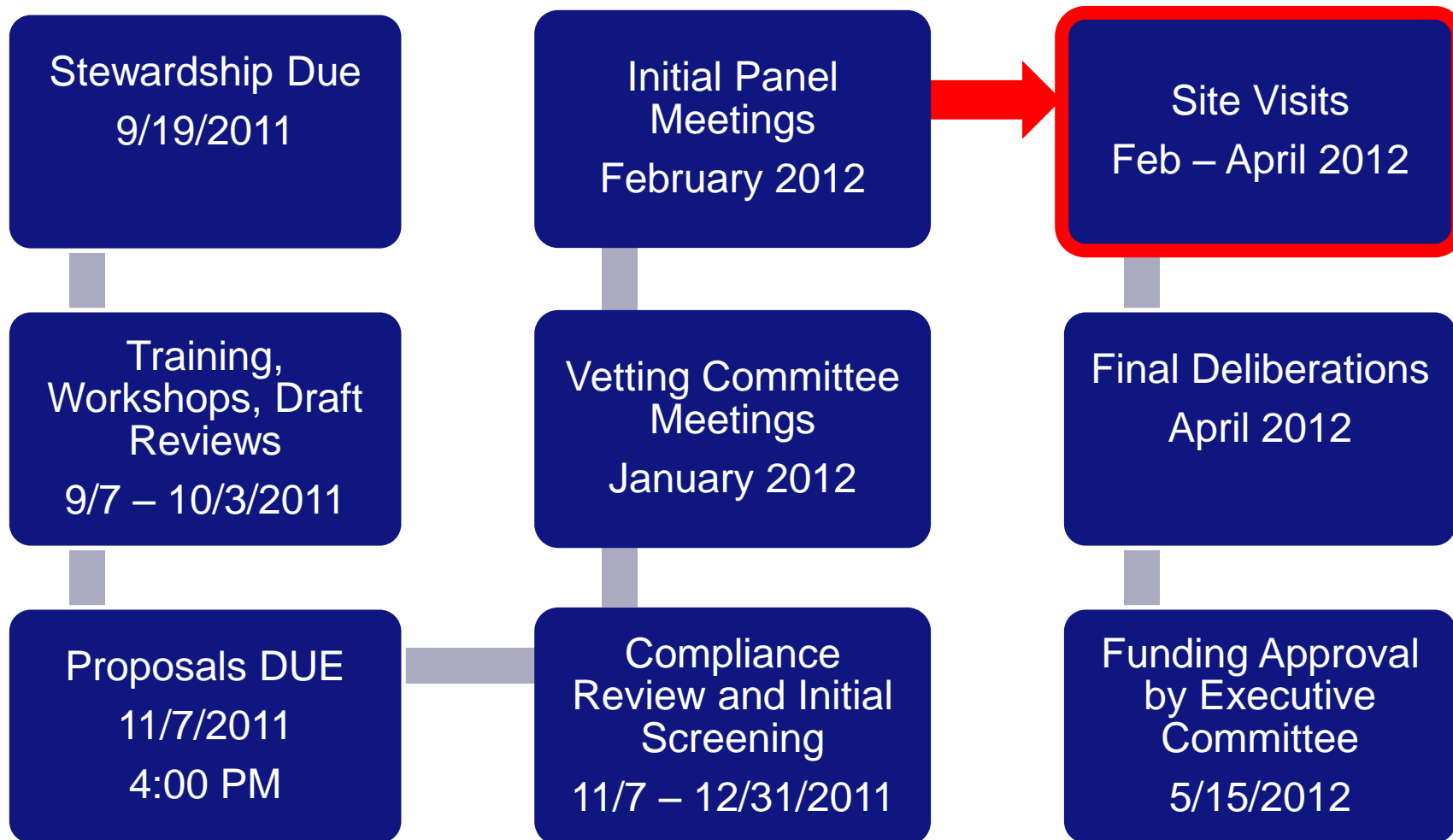


Grant Volunteers will use Best Investment criteria to make their decisions.

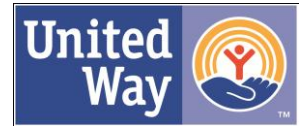
Best Investment Criteria: When comparing programs, Best Investment refers to the programs that most clearly demonstrate:

- **ALIGNMENT:** Connection between program goals and United 2020 metric/strategy/impact area goals
- **IMPACT:** Effectiveness of programming as reflected by evaluation efforts and outcomes
- **RESOURCES:** Access to the resources needed to successfully implement the program

Timeline of the Grant Process:



Site Visit



Scheduling:

- Programs awarded a Site Visit will be notified via e-mail/phone by UWMD staff following the Initial Panel Meeting.
- UWMD will coordinate with organization staff to schedule the Site Visit.
- Time conflicts:
 - Indicate dates/times unavailable in grant application (pg. 35 in RFP). Refer to pg. 54 of the RFP for SV schedule.
 - After the Grant Submission deadline, organizations have until January 1, 2012 to notify UWMD of conflicts.
- After January 1, 2012 the organization must accept the Site Visit that has been scheduled by UWMD staff if the conflict has not been disclosed to UWMD.

Content:

We encourage you to address the following in your presentation:

- Organization as a whole
- How the Program Fits into the organization
- Program Details/Experience
- Outcomes

The purpose is to present further program information and clarify the proposal for the Panel.

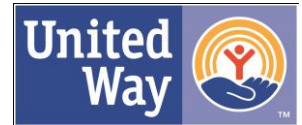
Time Limits & Evaluation:

- The total Site Visit is not to exceed 45 minutes.
- 25 minutes is reserved for the Site Visit presentation.
- 20 minutes is reserved for volunteer Question and Answer time.
- If the Panel does not use the full 20 minutes for Q & A, the Panel Chair will give that time back to the organization to use at their discretion.

Attendance:

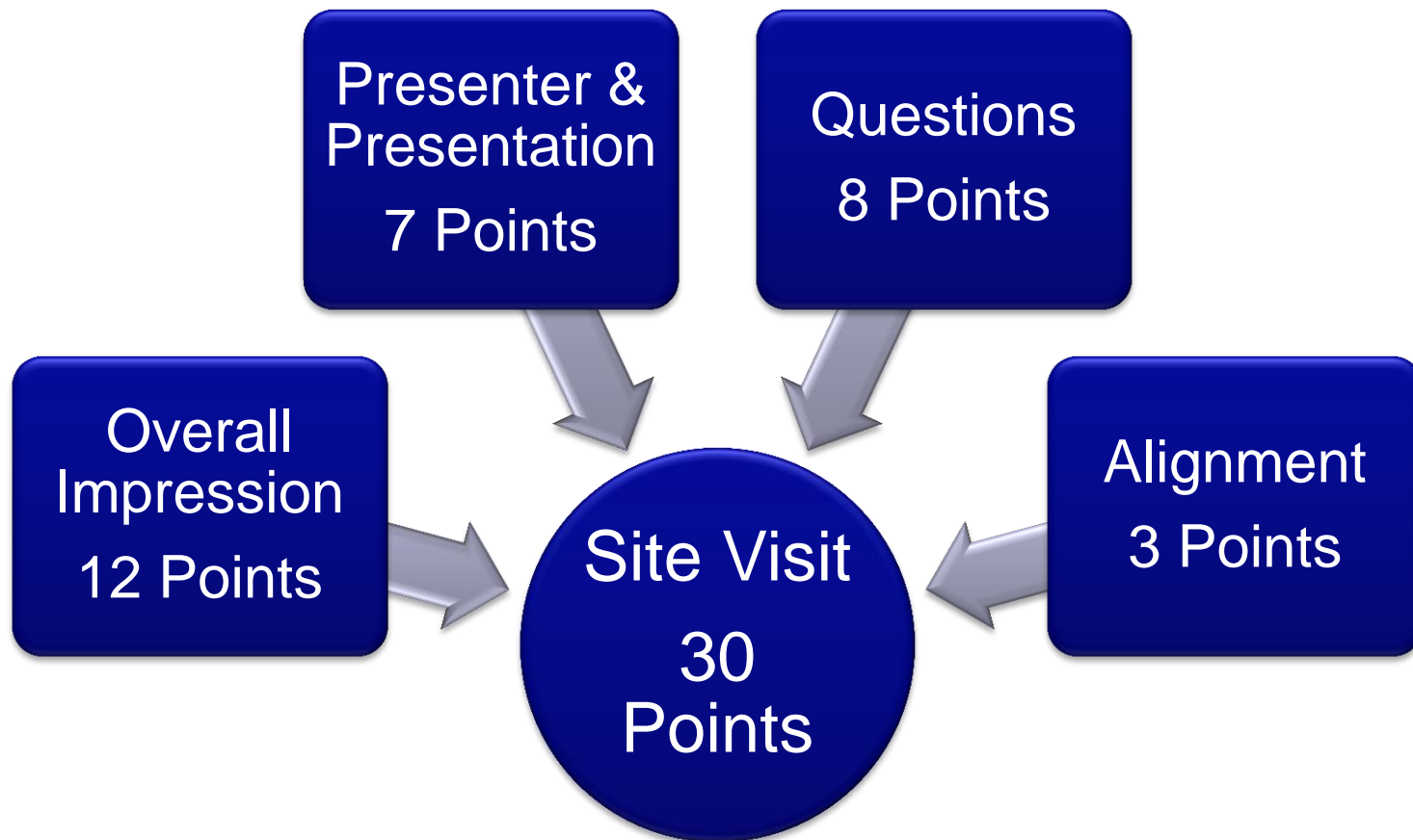
- It is recommended that the following organization staff attend:
 - Executive Director
 - Program Staff
 - Finance Staff
 - Grant Writer
- At least half of the Volunteers on the Grant Panel must attend the program's Site Visit.
- If fewer than 50% of Panel Volunteers attend the site visit, Organizations have the option to reschedule the site visit.

Site Visit Evaluation

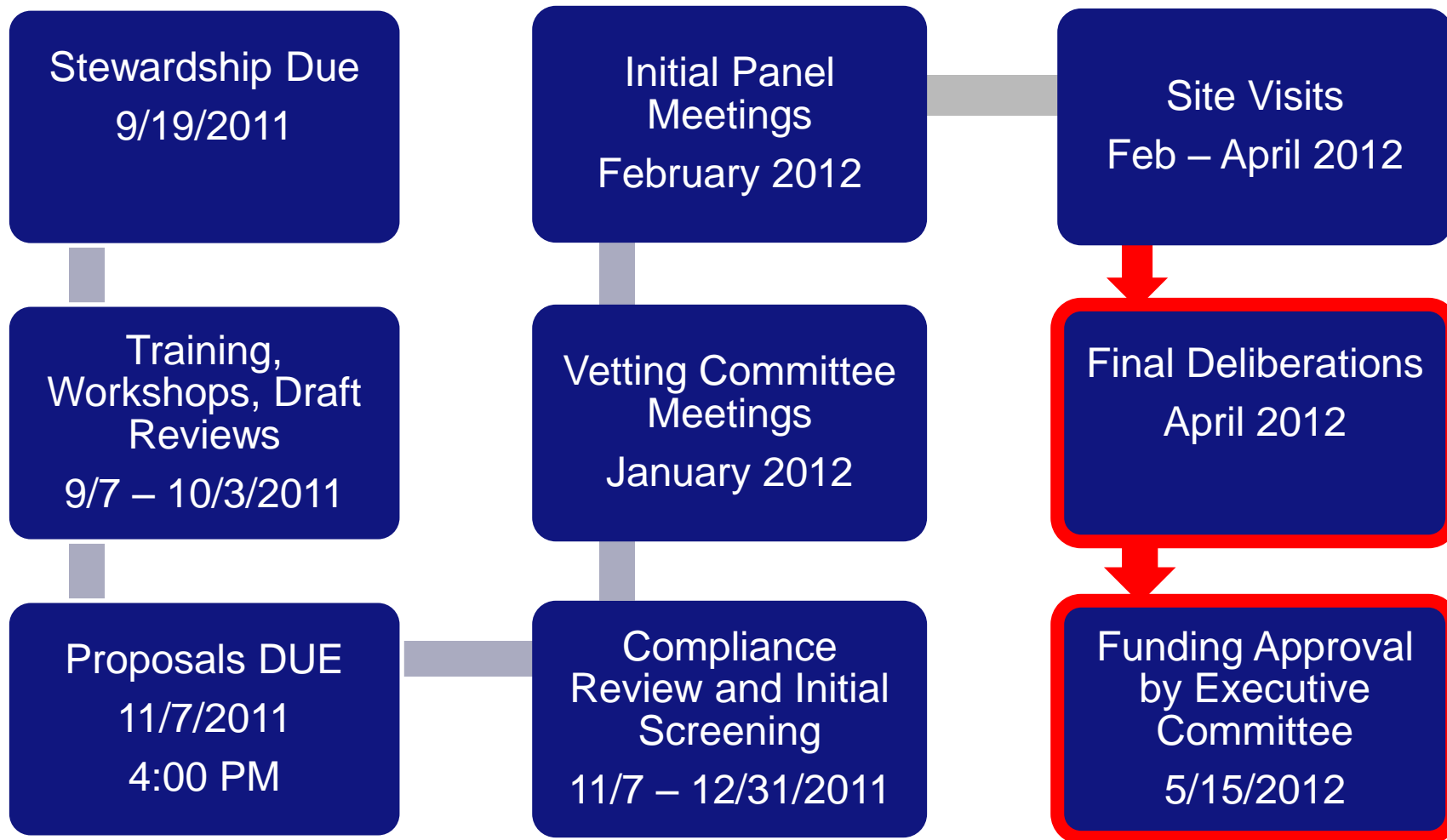


- Each Site Visit can receive a maximum of 30 points.
- Panel Volunteers and UWMD staff will evaluate and score each site visit using the Site Visit Evaluation Tool (pg. 60 in RFP)
- Only those Volunteers and UWMD staff in attendance at the Site Visit will be allowed to score the Site Visit.

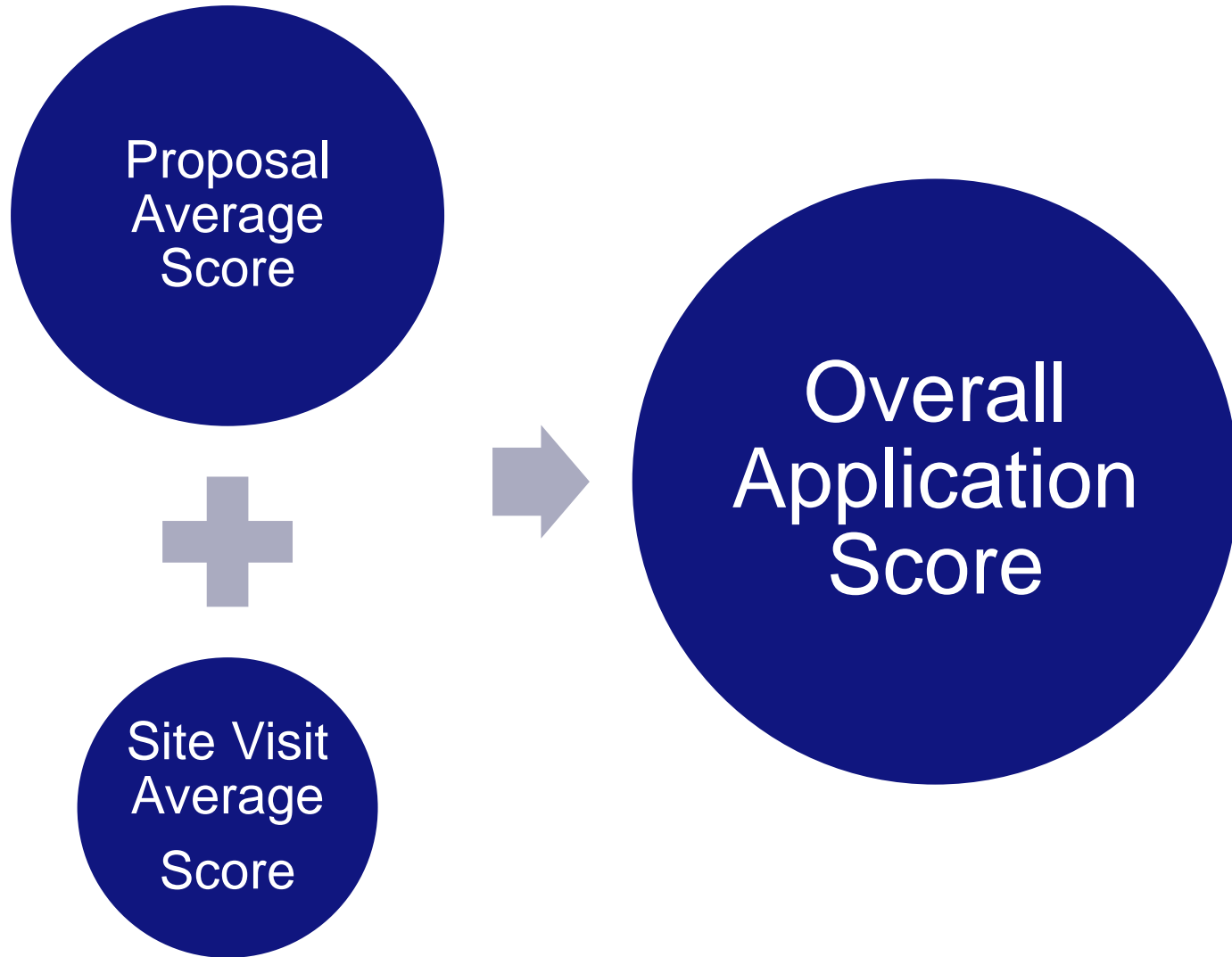
Site Visit Evaluation



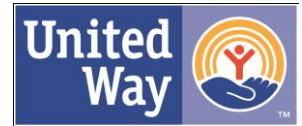
Timeline of the Grant Process:



Overall Score

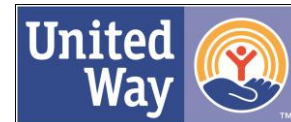


Final Deliberations



- Proposal and site visit scores combine for a maximum of 100 points.
- UWMD staff will present funding recommendations based on the overall scores of each program.
- Volunteers will discuss, adjust and make final funding recommendations.
- Panel Funding Recommendations will be reviewed and ratified by the UWMD Impact Councils, Community Impact Committee, and then approved by the UWMD Board of Directors.
- All funding decisions will be revealed on **May 15, 2012.**

Who to Contact



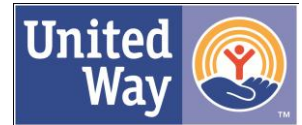
Topic	Title	Name	Email	Phone
United 2020 Goals	Sr. VP of CI	Susan Hoff	shoff@unitedwaydallas.org	214-978-0003
United 2020 Goals	Sr. Director of CI Funding	Jill Scigliano	jscigliano@unitedwaydallas.org	214-978-0061
Stewardship	Dir. Agency Resources	Jessica Orsino	jorsino@unitedwaydallas.org	214-978-0095
Funds Allocations	Dir. Funds Allocations	Ashley Brundage	abrundage@unitedwaydallas.org	214-978-0023
Education Grants	Education Grants Specialist	Mark Mullaney	mmullaney@unitedwaydallas.org	214-978-0073
Health Grants	Health Grants Specialist	Sarah Kaushik	skaushik@unitedwaydallas.org	214-978-2009
Income Grants	Income Grants Specialist	Galen Smith	gsmith@unitedwaydallas.org	214-978-0098
Provider Contracts	Dir. Process Development	Karen Liu Pang	kliu@unitedwaydallas.org	214-978-0030

Questions for UW Staff

Available for remainder of scheduled time for individual questions

e-C Impact

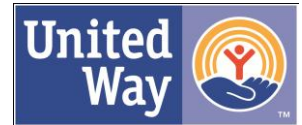
e-C Impact



- Community Impact Grant Applications will be submitted through e-C Impact, the online system: <https://agency.e-cimpact.com/login.aspx?org=46217F>
- Organizations new to the UWMD system will create an e-C Impact account.
- Organizations that are already UWMD Service Providers can simply login to their existing e-C Impact webpage.
- See RFP or visit the e-C Impact Resource Center for further instructions.
- If you have questions regarding how to navigate e-C Impact, contact Gene Putnam, 214.978.0028 or gputnam@unitedwaydallas.org

On the UWMD webpage, look for e-C Impact under “Agency Resources”

<http://www.unitedwaydallas.org/>

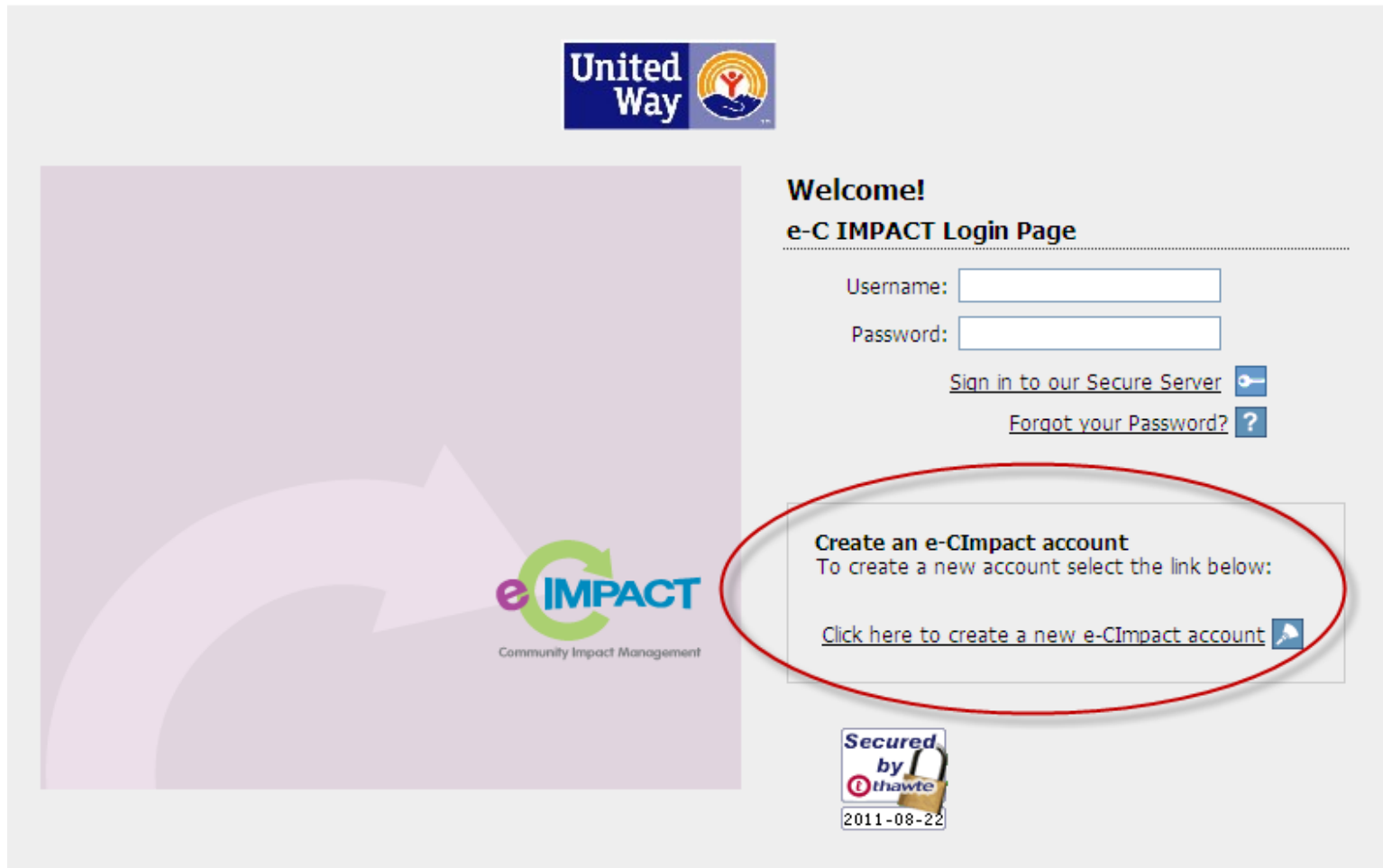
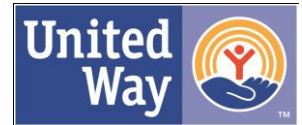


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Login . . . or “Create an Account” if your organization is new to United Way

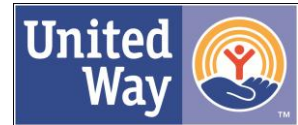


The screenshot shows the e-C IMPACT login page. At the top left is the United Way logo. Below it is a large, light purple graphic with a circular arrow and the text "e IMPACT Community Impact Management". To the right, the page is titled "Welcome! e-C IMPACT Login Page". There are two input fields for "Username:" and "Password:". Below these are two links: "Sign in to our Secure Server" with a key icon, and "Forgot your Password?" with a question mark icon. A red oval highlights a box containing the text "Create an e-C Impact account" and "To create a new account select the link below:", followed by a link "Click here to create a new e-C Impact account" with a cursor icon. At the bottom right is a "Secured by Thawte" logo with a padlock icon and the date "2011-08-22".

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Community Impact Grant Application 2012-13



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Resource Center

- [Stewardship Review \(7\)](#) ✓
- [Service Provider Orientation \(1\)](#)
- [Community Impact Grants 2012-13 \(8\)](#) ✓
- [Service Provider Marketing Toolkit \(1\)](#)
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Community Impact Grant Application > Form Packets

Application Status: Initial

Form Packet	Packet Type	Status	Actions
Ability Connection Texas (formerly UCP)	Service Provider	Initial	Edit
Information & Referral (I&R)	2012-13 Program Proposal Forms	Initial	Edit
The Early Childhood Development & Education Center at UCP of North Texas	2012-13 Program Proposal Forms	Initial	Edit

[Export Entire Application To Adobe PDF \(Large Font\)](#)

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Stewardship Review

2010 Stewardship Review

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2011 Stewardship Review

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Community Impact Grant Application > Information & Referral (I&R) > Packet Summary

Packet Status: Initial ➔

Form	Status	Actions
*Program Request Summary	Initial	Edit
*Program Narrative Form	Initial	Edit
*Unduplicated Clients	Initial	Edit
*Evaluation Narrative	Initial	Edit
*Logic Model	Initial	Edit
*Program Budget Form	Initial	Edit
*Program Budget Narrative	Initial	Edit

* Required Form

Grant Attachments ➔

A minimum of one Outcome Measurement Tool, and scoring key if applicable, per program is required. If different tools are being used to measure reportable outcomes, please attach all that apply to this funding cycle (If your outcome has an asterisk (*) next to it, it needs to have a measurement tool associated with it).

Packet Attachments	View/Upload **	Delete
* 1. Outcome Measurement Tool #1	<input type="text"/> <input style="border: none; background-color: #ccc; padding: 2px 5px;" type="button" value="Browse..."/>	
2. Outcome Measurement Document #2.	<input type="text"/> <input style="border: none; background-color: #ccc; padding: 2px 5px;" type="button" value="Browse..."/>	
3. Outcome Measurement Document #3	<input type="text"/> <input style="border: none; background-color: #ccc; padding: 2px 5px;" type="button" value="Browse..."/>	
4. Outcome Measurement Document #4	<input type="text"/> <input style="border: none; background-color: #ccc; padding: 2px 5px;" type="button" value="Browse..."/>	
5. Outcome Measurement Document #5	<input type="text"/> <input style="border: none; background-color: #ccc; padding: 2px 5px;" type="button" value="Browse..."/>	

* Required document

** Accepted file types: pdf, doc, docx, ppt, pptx, xls,xlsx, gif, jpg, jpeg, bmp, tif, rtf, and txt. The maximum file size is 8MB.

1. Complete the forms
2. Save as Draft!
3. Save & Verify (“verified” means ready to submit)
4. Export to PDF
5. Submit form packets (after all forms are “Saved & Verified”)

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[2009 Community Needs Assessment \(2\)](#)

Community Impact Grant Application > Information & Referral (I&R) > Forms

Status: Initial [Print] [PDF] [Export]

PROGRAM NARRATIVE FORM

Complete this form with reference to the proposed program being submitted for funding. This form will need to be completed once per program being submitted for funding.

All blanks must be filled in. Do not answer with "not applicable" unless question specifies "if applicable." If a question is not applicable to the proposed program, please explain why.

1. Key Leadership & Program Staff

? a. Describe the Organization's Leadership Staff, Volunteers, and Key Program Staff and Volunteers.*

Limit up to 3000 characters (0 used).

2. Program Plan

Provide the plan for the proposed program. Please address all bullet points when answering. Bullet points do not need to be addressed in order presented, but be sure to provide a response to each one. Bullet points are listed in e-C Impact by clicking on the question mark icon to the left of question a.

? a. Provide a summary of the plan for the proposed program.*

Limit up to 4000 characters (0 used).

b. Additional space provided to continue answering question 2a Program Plan.*

Limit up to 4000 characters (0 used).

3. Client Income

a. Does this program serve the low-to-moderate income population?*"

? b. If yes, what percent of clients served by this program are low-to-moderate income?

4. Collaborative Efforts & Other Similar Programs

a. Describe the organization's collaborative efforts with respect to the proposed program.*

Limit up to 2000 characters (0 used).

b. How is your proposed program different or unique from other similar programs?*

Limit up to 600 characters (0 used).

[Save as Draft]
[Save As Draft And Return]
[Save and Verify]
[Cancel And Return To Previous Page]
[Export This Form To Adobe PDF (Large Font)]



Questions?

Gene Putnam

gputnam@unitedwaydallas.org

214-978-0028