City of Charlottesville, County of Albemarle and United Way-Thomas Jefferson Area

Funding Application Forms

Overview and Instructions for Completion

Applications for the City of Charlottesville and/or the County of Albemarle are due **Thursday, October 18, 2011** at 4:00 p.m.

The United Way-Thomas Jefferson Area has not made a final decision about the FY13 application. This information will be posted at their website www.unitedwaytja.org by November 30, 2011.

City/County applications should be submitted to:
Charlottesville/Albemarle Commission on Children and Families (CCF)
Suite C
Albemarle County Office Building- Fifth Street
1600 Fifth Street, Extended
Charlottesville, Virginia 22902
Telephone: 434-872-4545

Section 1. Introduction

The City of Charlottesville and County of Albemarle provide a common application form for non-profit organizations requesting program funding either of these entities.

In July 2010, the Agency Budget Review Team (ABRT), in consultation with the County Executive's and City Manager's Offices, recommended that the localities undertake a comprehensive review of how funding to community organizations is determined. This review was to provide the framework that would allow the localities to establish a process to determine priorities for local government funding and enable the localities to maximize results, especially during difficult financial times. During this review process, no new applications were accepted and funding for outside organizations already receiving funding was "frozen" with funding at the same level of increase or decrease as internal departments. CCF was tasked with convening a Steering Committee, and developing and implementing recommendations and a work plan. The recommendations were presented to and accepted by the Albemarle County Board of Supervisors on July 5, 2011 and the Charlottesville City Council on August 1, 2011.

The following changes have been implemented in the non-profit application process:

1. All non-mandatory non-profit organizations' applications will be reviewed by the Agency Budget Review Team, including some organizations previously reviewed by Office of Management and Budget staff. Organizations with statutory or contractual funding will continue to be reviewed by Office of Management and Budget staff. All organizations will complete the same application, regardless of the reviewing entity.

2. The Albemarle Board of Supervisors and Charlottesville City Council have adopted seven Priority Areas, three of which are highest priorities. Programs must address one Priority Area in order to be considered for funding. Greater weight will be given to highest Priority Areas, **bolded** below.

Charlottesville/Albemarle County Highest Priority Areas:

- **Community residents are physically and mentally healthy.**
- **Community residents are safe and have basic needs met.**
- **Children in the community develop appropriately and succeed academically.**

Charlottesville/Albemarle County Other Priority Areas:

- The community provides a vibrant economic climate.
- The community manages natural resources to sustain current and future generations.
- The community makes use of arts, culture and recreation.
- The community is inclusive and engaged.

3. Indicators of community well-being have been identified for each Priority Area. Programs seeking funding should address two of these indicators or *other meaningful indicators* as identified by the applicant program. A list of indicators is attached as Appendix 1 of these instructions.

4. Funding prioritization will be based on a weighted combination of the demonstrated understanding of, and ability to meet, needs and achieve Priority Area goals, and:
   a. Demonstration of need in a Priority Area, and programming that effectively addresses the identified need in a significant way, with additional weight given to highest priority goals.
   b. Evaluation of program outcomes demonstrating that the program is effectively addressing a Priority Area and improving the indicators defined for the goal and/or other meaningful indicators that reflect accomplishment of the goal for the population served. Such evaluation should include beneficiary input.
   c. Demonstration of financial benefit to the localities and/or program beneficiaries, including:
      - return on investment
      - leveraging of additional funds
      - prevention of higher cost services
      - effective collaboration to decrease duplication and improve results.
   d. Outreach to, and engagement of, underserved populations.

The application rating instrument is attached as Appendix 3 of these instructions.

5. Funding levels will be based on the availability of funds and the rating level of the application.
   a. Programs rated Poor will be defunded and must apply as a new program in the subsequent funding cycle.
   b. Programs rated Fair will have funding decreased by at least 25% and will be defunded if rated Fair the following year .
   c. Programs rated Solid or Exemplary, will receive no more than a 10% reduction in funding or a 25% increase in funding per year.
   d. Previously unfunded programs that demonstrate that they meet community needs effectively, and at a minimum receive a Solide rating on their application, will be considered for funding.

6. The Logic Model and Outcome forms used in previous applications have been eliminated and are replaced by the Activities and Outcomes Plan and Report.

7. The Budget forms have been simplified.

This application, requirements and process have been modified to incorporate the preceding changes. **Please read the instructions completely.** Organizations are requested to use the training material *and* attend the orientation meeting that is scheduled prior to the submission deadline.

Section 2. Application and Submission Requirements

The funding application packet consists of the following sections, which must be presented in this order with consecutively numbered pages:

- *Application Conditions of Eligibility*
- *Cover Sheet*
- *Program Description Forms*
- *Activities and Outcomes Plan and Report*
- *Program Budget Forms:* Budget-1, Program Beneficiaries-2, Program Budget Changes-3, Program Budget Explanation Form-4. The Program Budget Explanation form is a Microsoft Word document. Other budget forms are in Microsoft Excel.
- *Total Organization Budget Forms*: Organization Budget-1, Total Agency Beneficiaries-2

Submit 8 copies of the application for City/County requests.

In addition to printed copies, a single PDF of the full completed application must emailed to ccfinfo@albemarle.org.

Applications must be copied double-sided on three hole-punched paper. All pages must be numbered consecutively (this may be done manually).

Do not submit letters of support, position descriptions, resumes, or other materials not outlined in these instructions unless specifically requested.

Program Context narrative must be written in Times New Roman, 12-point font, with 1 inch margins.

Section 3. Specific Form Instructions

Conditions of Eligibility Form:

- Complete and submit one form for the entire organization (not one per program).
- Answer all questions.
- This form should be signed by the chief professional officer.
- **Note:** Audits do not have to be submitted to the City or County, but should be available for review upon request.

Cover Page Form

- Complete and submit one form for the entire organization (not one per program).
- For each program requesting funding, state: the funding amount requested, the Priority Area, year the program was started, and indicate whether this a new request for program funding.
- Describe each program in 25 words or less.
- State the organization's mission.
- The Cover Page must be signed by the Chief Professional Officer and the Board Chair

Note: The Cover Page may be more than one page.

Program Narrative Form

- Complete a program narrative for each program requesting funding.
- The program narrative should be succinct and is limited to **three pages** for the first six questions. Use the underlined word from each question to start the response.

Question 1: Need

- Indicate which of the Priority Areas the program addresses.
- Describe the local needs the program addresses. **Local data must be stated**.
- Identify the anticipated beneficiaries, including their needs and strengths.
- Explain how the program impacts two of the indicators listed for the goal or other indicators identified by the program.

Question 2: Strategies:

- Explain what strategies the program uses to effectively address the identified needs. State how are expected outcomes will be accomplished
- Is this a validated "evidence-based" practice? If yes, cite where the program has been validated. If not, present evidence that the strategies are effective. Has the program or strategy had a formal evaluation? Are strategies based on proven practices?

Question 3: Evaluation:

- How is the program evaluated.?
- What tools or metrics are used?
- Are these tools standardized and normed?
- How do program beneficiaries participate in the evaluation process?

Question 4: Financial Benefits:

Demonstrate the financial benefits the program provides.

- Is there a return on investment on the localities investment (i.e., increased tax revenue, increased employment, collection of debt)
- Leveraging additional funds (i.e., local funds are used to match other funds)
- Prevention of alternative higher cost services (i.e., incarceration, foster care)

Question 5: Collaboration:

- Explain if and how the program collaborates with other entities to decrease duplication and improve results (ex. info-sharing, commonly defined measurables, partnership agreements; shared resources).

Question 6: Engagement:

- Describe the program's engagement of high need and/or underserved populations.
- What is the outreach strategy?
- How is the strategy effective?
- How are program beneficiaries involved in program planning and governance?

Question 7: Response to Comments:
If the program received comments following the FY11 Agency Budget Review Process, describe how the program has addressed these comments, in no more than one additional page. The FY11 report with comments, see: www.ccfinfo.org/PDFs/abrt_fy11_report.pdf.

Activities and Outcomes Plan and Report Form

This form replaces the logic model and outcome reporting form used in previous applications.

Line 1: Identify which of the Priority Areas listed on page 2 of these instructions the program addresses.

Line 2: Identify two indicators the program addresses. These indicators may be selected from the list in Appendix 1 of these instructions or the program may identify other meaningful indicators.

Line 3: Describe what the program provides, to whom, to how many, and the time frame for service delivery.

Line 4: Explain what will be accomplished by the program.

Line 5: Identify what changes are expected for the beneficiaries.

Line 6: Explain how the changes will be measured (expected outcomes for FY13). State number and percentage, as well as how the outcome will be measured.

Line 7: Report on actual FY11 outcomes. **These should be the indicators identified in the FY11 application, even if these indicators are changed going forward.** Use number and percentage.

Program Budget Forms

The budget forms have been simplified from previous years. There is only one Excel document available rather than the multiple documents in other years. The document allows budget entries for up to six programs.

For each program, three sheets must be completed: Program Budget, Program Beneficiaries by Locality, and Program Budget - Significant Differences Explanation.

Note: All green cells in the spreadsheets calculate automatically.

Program Budget line item instructions:

For each line, provide FY10/11 actual amounts, FY11/12 budgeted amounts, and FY12/13 projected/requested amounts.

1. County of Albemarle: general fund revenues only.
2. City of Charlottesville: general fund revenues only.
3. Other local governments: provide combined total from all other localities. *Provide specific information on Budget Narrative, question 1.*
4. United Way-Thomas Jefferson Area.
5. Albemarle County-other: non-general funds.
6. City of Charlottesville-other: non-general funds.
7. State funding.
8. Federal funding.
9. Grants: Foundation and Corporate.
10. Fees: fees charged to beneficiaries.
11. Fundraising, gifts and bequests.
12. Investment income.
13. Miscellaneous income. *If this item is more that 10% of program budget, provide explanation on Budget Narrative, question 3.*
14. TOTAL REVENUE: automatically calculates.
15. Personnel, including salary and benefits.
16. Operational expenses: all other expenses.
17. TOTAL EXPENSES: automatically calculates.
18. Surplus/deficit: automatically calculates. *Explain any surplus or deficit on Budget Narrative, question 2.*

The percent of total agency budget will calculate when Agency Budget is completed.

Enter the number of Full Time Equivalent (FTE) employees who serve the program. An FTE is considered a 37.5-40 hour per week employee.

<u>Program Beneficiaries form instructions</u>:
For each line, provide FY10/11 actual numbers, and FY11/12 and FY12/13 projected numbers. Indicate the number of primary beneficiaries as defined by the program. Provide total number of beneficiaries for other localities. *Provide specific information about other localities on Budget Narrative, question 1.*

<u>Program Budget - Significant Differences Explanation form instructions</u>
Explain changes from prior or for future years of 5% or more. Explain increases in budget revenues or expenses when there is no projected increase in the number served and, conversely, explain projected increases in service on a reduced budget.
Explain or identify significant grants, gifts, or unexpected donations from other funding sources.

Agency Budget Forms
There are two Agency Budget forms: the Total Agency Revenue and Expense Report and the Total Beneficiaries form which calculates from the Program forms.

<u>Total Agency Budget Form instructions:</u>

Note: All green cells in the spreadsheets calculate automatically. Line items 1-18 are identical to the Program Budget described above.

This form also requires information about Capital and Reserve revenues and expenses.

Budget Narrative Forms

This form must be completed for each program requesting funding.

1. Provide information about revenues and beneficiaries from other localities.
2. Explain any budget surplus or deficit.
3. Explain miscellaneous income over 10% of the program budget.
4. If local funds are used as a match for other funds, explain the formula used.

Community residents are physically and mentally healthy.

- Mothers who receive early prenatal care
- Overweight youth
- Overweight adults
- Low birth-weight babies
- Infant mortality rates
- Diabetes prevalence
- Death rates
- Cancer deaths
- Injuries: Unintentional and Alcohol related
- Teen pregnancy
- Teen births
- Births to mother with less than 3rd grade education
- Teen Sexually Transmitted Infections
- Underage possession of alcohol
- Comprehensive Services Act usage
- Uninsured persons
- Adults who smoke
- Adults who report regular exercise
- Adults who have a primary care physicians
- Temporary Detention Orders
- Adults who use the emergency room for primary care

Community residents are safe and have basic needs met.

- Violent crime
- Juvenile violent crime
- Delinquency judgments
- Child abuse/neglect
- Foster care
- Family violence
- School suspension
- Weapons in school
- TANF
- SNAP rate
- WIC
- Child poverty
- Free and reduced school meals
- Subsidized housing
- Student mobility
- Adult offender recidivism
- Juvenile offender recidivism
- Unemployment rates
- Residents paying more than 30% of income for housing

Children in the community develop appropriately and succeed academically.

- SOL Pass rate
- Four year-cumulative drop-out
- PALs passing rate
- English as a second language
- Students planning to attend college
- Student teacher ratios.
- Special education
- After school program participation
- Extracurricular and sports participation
- Enrollment in publicly subsidized preschool
- Kindergarteners with pre-school experience
- Licensed child care providers
- Star Quality child care providers

The community provides a vibrant economic climate.

- Per capita earnings
- Homeownership rate
- Number of foreclosures
- New private businesses
- Job growth
- Unemployment claims
- New housing starts

The community manages natural resources to sustain current and future generations.

- Bus ridership rates
- Air quality rates
- Air quality emissions rates
- Water usage per capita
- Water quality
- Land held in conservancies
- Miles of bicycle lanes
- Electricity usage per capita

The community uses arts, culture and recreation.

- Use of recreation facilities rates
- Cultural performance attendance rates
- Museum or gallery visitation rates
- Tourism related employment
- Park acreage per capita
- Hotel occupancy rates
- Art-related businesses paying taxes
- Hotel tax revenues

The community is inclusive and engaged.

- Voter registration

- Voter turn-out in local, state and national elections
- Number of adults and/or children who volunteer
- Library circulation per capita
- Enrollment in adult education/literacy classes
- Black, Latino, and woman-owned owned businesses

Activities and Outcomes Plan and Report

1. **Priority Area**	**Indicate which Priority Area the program addresses** **Community residents are safe and have basic needs met**.
1. **The indicators this project addresses are…**	**Choose two indicators from the list or provide another meaningful indicator.** • **Child abuse/neglect rate** • **Family violence rate**
2. **The goal of this project is to produce/provide… (products or services, output)**	**Describe what you provide, to whom, how many, and time frame** **To conduct forensic interviews and provide multidisciplinary case management for 150 child victims of abuse and neglect and children exposed to domestic violence.**
3. **To accomplish…**	**Explain what you expect accomplish** **To substantiate child victimization and exposure, develop safety plans, and provide intervention services**
4. **So that beneficiaries can…**	**Describe what changes you expect** **Be protected from further abuse, neglect, and exposure and receive treatment to decrease trauma and promote healing.**
5. **Resulting ultimately in…**	**Describe projected FY13 outcomes with numbers and percentages, as well as methods of measurement** • **95% of 150 children will have safety plans implemented as indicted by Multidisciplinary Team records.** • **85% of 150 children will have no further reports of abuse/neglect/exposure within a one year period as indicated by social service and police reports.**
6. **Current outcomes**	**Provide FY11 actual results.** • **98% of 145 children had safety plans implemented.** • **83% of 148 children had no further reports of abuse/neglect/exposure.**

Activities and Outcomes Plan and Report

1. **Priority Area**	Indicate which Priority Area the program addresses **Community residents are physically and mentally healthy.**
2. The indicators this project addresses are…	Choose two indicators from the list or provide another meaningful indicator. • **Teen pregnancy rate** • **Teen STI rate**
3. The goal of this project is to produce/provide… (products or services, output)	Describe what you provide, to whom, how many, and time frame **To provide comprehensive human sexuality education to 200 ninth grade students in four week sessions during the 2011-2012 school year.**
4. **To accomplish…**	Explain what you expect accomplish **To provide information to enable students to avoid unwanted pregnancies and STI's.**
5. **So that beneficiaries can…**	Describe what changes you expect **Avoid unwanted pregnancies and STI's.**
6. **Resulting ultimately in…**	Describe projected FY13 outcomes with numbers and percentages, as well as methods of measurement • **90% of 200 beneficiaries will avoid unwanted pregnancies within a one year period as measured by follow-up interviews.** • **90% of 200 beneficiaries will avoid contracting STIs within a one year period as measured by follow-up interviews.**
7. **Current outcomes**	Provide FY11 actual results. • **96% of 210 beneficiaries avoided unwanted pregnancy** • **98% of 210 beneficiaries avoided contracting STIs**