

**CDC Capacity Building and Collaborative Grant Program
Important Instructions**



The following instructions serve as a guide for perspective applicants as they complete their letter of intent and application. The 2014 Collaborative Grant application process will include three phases. Carefully review the instructions for each phase before submitting your application materials.

Phase 1: Letter of Intent Form Submission

The purpose of this phase is for applicants to provide a general overview of the project/program for which they are seeking funding. All eligible applicants (CDCs serving St. Louis County, the City of St. Louis, Madison and St. Clair County, IL) are **required to complete and submit a Letter of Intent Form via email no later than October 18th** to Rick Bonasch (rick@risestl.org) or Brian Hurd (brian@risestl.org). The Letter of Intent Form can be accessed online at www.risestl.org. Include the organization's current mission statement and how the mission serves the geographic area. Describe the geographic area by including the population and numbers served, as well as expected results for what the organization is working to accomplish. **Responses to each question should be concise and specific as possible.**

Phase 2: Feedback from Rise Staff

Rise staff will review submitted Letter of Intent Forms by November 1st to assess if proposed projects/programs are consistent with Collaborative grant program goals. Written feedback will be provided to each applicant and select applicants will be invited to submit full applications. Please note that selected applicants are expected to incorporate the feedback they receive from their Letter of Intent in their full application.

Phase 3: Full Application Submission

The purpose of this phase is for select applicants to provide additional details regarding their grant request. Applicants should answer the specific questions associated with each section of the application. Please note the following for each section:

- I. The Organizational Narrative section is designed to provide context for understanding your organization's current reality. By including information on the population served, you provide a clear sense of the current beneficiaries of the organization's projects and services. A description of the population served typically involves an explanation of the demographics of the population impacted by this grant. Quantitative measures offer a sense of scope and size of your organization or partnership.

- II. The Grant Request section provides the opportunity to present a thorough description of the specific project for which funding is being requested. Your ability to answer all of the topics outlined in this section demonstrates a well-conceived project that addresses a clearly defined issue. Describe the critical community need(s) your organization is currently facing, the specific community need you are addressing, the grant funded activity and the associated outcomes your organization will seek to accomplish in 2014.

- III. Use the Budget and Leveraging section to describe how you will leverage Rise Collaborative Grant funds to increase the scope of the activity being funded. Your itemized budget should include secured and pending revenue sources, as well as anticipated program expenses. If helpful, include the following template with your written response.

RiseSTL.org

314-231-9400

St Louis, MO 63101

Suite 1641

611 Olive Street



PROGRAM BUDGET – REVENUES

SOURCE	COMMITTED (yes or no)	AMOUNT
Collaborative Grant Request (should equal amount of application)		
Secured Funds		
Pending Funds		
Total Sources		

PROGRAM BUDGET - EXPENSES

EXPENSE	AMOUNT
Salaries and Benefits	
Supplies	
Printing and Publication	
Other	
Other	
Total Expenses	

- IV. The Partnership and Collaboration section highlights organizations that will work together to implement their proposed project or program. The effectiveness of nonprofit organizations often depends on successful relationships with others in the community. Regardless of form – partnership, collaboration, cooperation, or coordination – these relationships, or strategic alliances, can serve a variety of purposes. Roles and responsibilities of each organization involved should be clearly defined in application. Note: Commitment letters from partnering or collaborating organizations are a required attachment (Section VI).

- V. The Technical Assistance Request section describes the type of capacity building technical assistance your organization is most interested in receiving from Rise. Areas of potential technical assistance include organizational strategic planning, leadership and community engagement, project/program planning and implementation, organizational financial management, staff and board development, etc.

- VI. Please refer to the checklist of required attachments included in Section IV of your 2014 Collaborative Grant Application.

Fully completed applications must be delivered to Rise by 4:00 PM Friday, November 22, 611 Olive, Suite 1641, St. Louis, MO 63101, attention Rick Bonasch (rick@risestl.org) or Brian Hurd (brian@risestl.org). Email submissions are encouraged. Award decisions will be announced on December 18th.



ADDENDUM

The following reference includes additional helpful tips and key terms for writing competitive grant applications. It is hoped that this information can assist your organization in the preparation of your application for the 2014 Collaborative Grant Program, as well as other external funding you may pursue.

Helpful Tips for Writing Competitive Proposals

1. When in doubt, ask for clarification. Make sure you understand what's expected and make no assumptions based on previous collaborative efforts or grant awards with funder.
2. Follow the directions. Answer the questions specifically and include only the materials specified.
3. Be clear, concise, and accurate. Make the case for your proposal in your own unique way, but include precise data.
4. Emphasize what your organization will do. Spend more time describing your solution than the issue. Economize content and avoid repetition.
5. Evaluation counts. Keep what you want to learn and evaluate in mind, as well the assessment tools you will use to evaluate your proposed program or project (e.g., records, surveys, interviews, pre- and post-tests).
6. Proofread carefully. Make sure numbers add up and typos are removed.

GLOSSARY OF TERMS

- **Activity/Tactics:** Actual events or actions that take place as part of the project to achieve goals and objectives.
- **Capacity Building:** Supporting projects that strengthen the development of an organization's core skills and capabilities, such as leadership, management, finance and fund-raising, programs and evaluation, in order to build the organization's effectiveness and sustainability.
- **Collaboration:** Organizations often submit joint proposals for funding to address common issues of organizational capacity and program outreach where they have similar outcomes to accomplish.
- **Evaluation:** The process of undertaking an analysis, at various degrees of formality, of the impact of a grant-funded project, usually communicated in the form of a report to the funder.
- **Fiscal Agent:** A nonprofit, tax-exempt organization that acts as a sponsor for a project or group that may not have its own tax-exempt status. Grants or contributions are made to the fiscal agent who manages the funds.
- **General Operating Support:** Grant funds to support the ongoing services, mission or goals of an organization.



- **Goal:** The desired result of the project in general terms. The broad, overarching purpose served by your project or service.
- **In-Kind Support:** A contribution of equipment/materials, time, non-cash item and/or services that the donor has placed a monetary value on.
- **Letter of Intent:** Also known as concept paper, white paper and pre-proposal is a brief, preliminary letter describing an organization and proposed grant request, usually sent prior to a full proposal.
- **Long-term Goal:** Occurs after the funding period.
- **Method(s):** A particular procedure for accomplishing or approaching something.
- **Needs Statement:** Presents the facts and evidence that support the need for the project and establishes that your organization understands the problems and therefore can reasonably address them. The information used to support the case can come from authorities in the field, as well as from your agency's own experience.
- **Operational Support:** A grant given to cover an organization's day-to-day expenses such as salaries, utilities, office supplies, etc.
- **Outcome/Objective:** The changes in (or benefits achieved by) individuals or communities due to their participation in project activities. Time-specific, measurable statements describing the results to be achieved and the manner in which they will be achieved. This may include changes to participant's knowledge, skills, values, behavior, conditions, or status.
- **Output (Product):** Direct product of project activities; immediate measures of what the project will do and/or has done in the past.
- **Program:** An organized set of services designed to achieve specific outcomes for a specified population that will continue beyond the grant period.
- **Project:** A planned undertaking or organized set of services designed to achieve specific outcomes that are time-limited. (Note: A successful project may become an ongoing program of the organization.)
- **Responsibility:** Individual(s) responsible for the stated activity and measurements.
- **Short-term Goal:** Occurs during the funding period.
- **Technical Assistance:** Operational or managerial assistance given to a nonprofit organization. It may include fundraising assistance, budgeting, or financial planning, project planning, legal advice, marketing, or other aids to management. Assistance may be offered directly by a foundation or corporate staff member or in the form of a grant to pay for the services of a consultant.