Community and Regional Organziations (CRO)
FY2018 Funding Application

Instructions

General information regarding the Community and Regional Organizations Program (CRO) is included in the Community and Regional Organizations Guidelines and Procedures. Following are specific directions to assist in completing the attached application. For assistance in completing the application, you may contact Grovena Young in the Department of Finance at (757) 393-8831 extension 6214.

The attached application is focused on the nonprofit organization's program for which the city of Portsmouth (city) funding is being requested. Single service organizations may provide information that incorporates the entire operation of the organization. Large multi-program organizations may want to break out the requested information for the specific program for which CRO funding is requested.

All information must be typed using only space available within the box and be no smaller than 9-point. Any application not meeting these specifications will not be considered. Please do not alter the application. Any changes made to the application will rule the application invalid and will not be considered for funding during the grant year. In addition, please forward your completed application and all materials to the address listed on the application. Do not send your application, or copies of your application, to any other address or department within the city of Portsmouth. It is the responsibility of the organization to assure that the application is delivered to the place designated for receipt of applications and prior to the time set for receipt of applications. Applications received after the time designated for receipt of applications will not be considered. Application(s) sent to any other address will not be accepted for consideration during the grant year.

Application Page 1

- This page is fairly self-explanatory. However, the following definitions may clarify the information that is being requested.
  - **Application Agency**: The name of the organization requesting funding.
  - **Program**: The specific program for which the agency is requesting funding. Generally, a program is considered a set of logically related routine activities intended to serve a common purpose or accomplish an organizational goal. For small (single program) organizations, the name of the organization and the program may be the same.
  - **Service Type**: Please check **one** of the boxes indicated that **best** describes what benefit/service your organization brings to the city of Portsmouth.

Application Page 3

- This page request operating budget information. This matrix is designed to capture the financial information for the specific program for which funding is requested. It is divided into two main sections: Support and Revenue (Income) and Expenses (Personnel and Non-Personnel).

The **Total Support and Revenue** (Section A) should equal the **Total Program Expenses** (Section E) so that there is no surplus or deficit, and the Operating Budget is balanced.

- Under the column titled **Projected FY2018 (Program)**, you will list the revenue the organization is expecting to collect **for the program** from **July 1, <u>2017</u>** through **June 30, <u>2018</u>**. Likewise, you will list the projected expenditures for the program from **July 1, <u>2017</u>** through **June 30, <u>2018</u>**. If CRO funding was received in **FY2017** for the program, the amount of the CRO grant will be listed on line A12. Please provide the **FY2017** operating budget information even if a CRO grant was not received so that it can be used to provide a comparison to your projected **FY2018** Operating Budget.

- Under the column titled **Projected FY2018 (Program)**, you will list the revenue your program is projected or has requested to receive from **July 1, <u>2017</u>** through **June 30, <u>2018</u>**. Likewise, you will list what the program is projected to spend from **July 1, <u>2017</u>** through **June 30, <u>2018</u>**. List the amount of the funding you are requesting from CRO on line A12.

- Under the column titled **Projected FY2018 (Organization)**, you will list the revenue the entire organization is projected or has requested to receive from **July 1, <u>2017</u>** through **June 30, <u>2018</u>**. Likewise, you will list the amount the organization is projected to spend from **July 1, <u>2017</u>** through **June 30, <u>2018</u>**. List the amount the organization is requesting from CRO on line A12.

- A comments column has been added for you to provide brief explanations of any discrepancies in line items between fiscal years or provide any pertinent notes you may want to for any line item.

- For each year, the amount of revenue should equal the amount of projected expenses. If there is a surplus/deficit in either year, please provide a brief explanation in the "**Notes Section**."

- **Specific Line item Definition**: While the majority of the specific line item names for the revenue and the expenses are self-explanatory, the following definitions may clarify certain lime items:

    - **Fringe Benefits**: includes employer's contributions to health/dental insurance, life insurance, and retirement.

    - **Payroll Taxes**: includes F.I.C.A. and Medicare costs.

    - **Overhead** (line D): includes the portion of the organization's general administrative costs that can be attributed to the program. If the organization and the program are one in the same entity, there are no overhead costs stated; all costs for the agency and program are previously included.

    - **In-Kind Support**: The value of in-kind and volunteer support is included in questions number 8 and 9. Therefore, please do **not** include the equivalent cash value of in-kind or volunteer contribution on page 3.

- **Grants Government [Local excluding CRO]** (line A4)**:** is designed to capture all funding received from local government sources excluding the allocation awarded to the organization through *Community and Regional Organizations*. This total should include any money received from the city through other means (i.e. CDBG, HOME Program, etc.).

Application Page 4

- Questions one through two are self-explanatory.

- Question three: a detail budget breakdown should be provided for the committee to review. Below is an example of a budget breakdown:

Organization: Learning Group of Portsmouth
Requested Amount: $29,100

Funding Line		Amount
Salaries & Benefits		$19,000
1 FTE @ $9,500		
2 PTs @ $3,250 each		
Administrative Cost		$6,500
Utilities $1,500		
Telephone $1,000		
Rent $2,000		
Office Supplies $2,000		
Education Materials		$3,600
Art Supplies $500		
Teach 1 Booklets $500		
Plant Kits $500		
Leap Learning Laptops $600		
Leap Learning Educational Games $1000		
	Total	$29,100

Application Page 5

- Question four:

  - Requests that program objectives be listed. Objectives are short statements (often in bulleted format) that state:

What is the product of the service or program that is unique to the program?
Who is the intended client or target group?
Why is the product or service a benefit?

  - An example of an objective statement is:

"To conduct one four-hour financial planning course at each of the eleven high schools within the city annually for high school seniors in order to better prepare them for independent living upon graduating from high school."

- **You may want to create the program's objectives by filling in the blanks on the following model:**

To _________________[action verb and statement of activity] in __________________[time frame or how often] for _______________[customer] in order to _______________[reason for program activity].

- Question five:

    - Requests that performance indicators be listed. A performance indicator is a benchmark against which to measure the level and quality of service provided, and relates to a specific performance objective. Therefore, for each objective in question four, a performance indicator should be developed as a means of measuring a program activity related to the objective. The indicators should include outcomes, such as the third and fourth examples of performance indicators below:

        - The number of high schools in which the four-hour financial planning course is taught.
        - The percentage of all high school students who took the financial planning course.
        - The percentage of students taking the course who thought the course information was relevant and useful to them.
        - The percentage of students who, one year after taking the course, indicated that the information had assisted their transition to life after high school.

- Question six and seven are self-explanatory.

Application Page 6

- Question eight:

    - The matrix included in question eight is intended to illustrate the impact CRO funding would have on the program activities. The matrix comprises three sets of columns. A sample is provided on the next page:

        - Column 1 will list the performance indicators as discussed in question five. **Note:** The first performance indicator, "Unduplicated # of individuals to be served **(required)**," has been added. Columns 2 through 7 must be filled in for this performance indicator.

        - Column 2 will state the level of activity for the total program (including Portsmouth) if funding <u>were</u> provided.

        - Column 3 will state the level of activity to occur in Portsmouth if funding <u>were</u> provided.

        - Column 4 will state the unit cost of providing the activity (total cost of activity/number of units of service).

        - Column 5 will state the level of activity for the total program (including Portsmouth) if funding <u>were not</u> provided.

        - Column 6 will state the level of activity to occur in Portsmouth if funding <u>were not</u> provided.

        - Column 7 will state the unit cost of providing the activity (total cost of activity/number of units of service).

FY2018 PROJECTED SERVICES FOR PROGRAM OBJECTIVES / OUTCOMES						
	PORTSMOUTH FUNDING AS REQUESTED			WITH NO PORTSMOUTH FUNDING		
PERFORMANCE INDICATORS (As listed in Questions No. 5) (1)	PLANNED SERVICE LEVEL			PLANNED SERVICE LEVEL		
	Total Program (2)	Portsmouth (3)	Unit Cost (4)	Total Program (5)	Portsmouth (6)	Unit Cost (7)
Unduplicated # of individuals to be served **(required).**	22,000	22,000	$.50	2,000	2,000	$.50
The number of high schools in which the four-hour financial planning course is taught.	11 Schools	11 Schools	$100	1 School	1 School	$100
The percentage of all high school students who took the financial planning course.	25%	25%	Not applicable	1%	1%	Not applicable
The percentage of students taking the course who thought the course information was relevant and useful to them (Based on post-course survey).	50%	50%	Not applicable	50%	50%	Not applicable
The percentage of students who, one year after taking the course, indicated that the information had assisted their transition after high school (Based on a follow-up survey – one year after course).	70%	70%	Not applicable	70%	70%	Not applicable

Application Page 6

- Questions nine through eleven are self-explanatory.
- Question twelve: is designed to capture all funding received from local government sources excluding the allocation awarded to the organization through *Community and Regional Organizations*. This total should include any money received from the city through other means (i.e. CDBG, HOME Program, etc.).

Application Page 7

- This page is self-explanatory.

If you have any questions or need assistance, please contact Grovena Young in the Department of Finance at (757) 393-8831 extension 6214.