

Appendix 3: HAGC Grant Proposal Criteria and Request Procedures

Proposal Request Guidelines:

Purpose of Grant/ Eligibility: Provide Funding from the Hispanic Achievers' Grant Council Funds to Florida American Hispanic non-profit organizations that serve a Community need in all fields of endeavor (social, business, education, medical or other); scholarships, as appropriate.

A. Criteria:

Non-Profits' Grants: must:

- Have a working Board.
- An Executive Director or CEO, and Staff that ensures the proper development and success of organization programs; mission and goals.
- Sufficient operating funds, with any supplements (in-kinds, grants, others), to accomplish the purpose, evaluation, and goals of programs.
- No more than 10% of Grant Funds can be used for program Administration; the rest must be spent on a program that can evaluate the effectiveness of service.
- Be able to: provide programs outcome measures and financial accounting to the HAGC; Audited financial records; an annual program & financial report regarding the use of funds. Make Public.

Scholarship Grants:

- Will normally be awarded to meritorious students with a 3.5 and above average who is enrolled in a College or University. (Evaluate: Academic performance; Leadership abilities; Community Service/Projects or humanitarian service to others.)
- The student must commit to: use Grant for tuition or books (the HAGC must be provided receipts on where the grant was spent, NLT 30 days after the start of the Semester); 5 hours of monthly community service for at least 6 months (proof : NLT 60 days after receiving Grant).
- The HAGC can provide requirements and funding to another organization for it to evaluate and select students for Scholarships.

B. Time Table: (See Appendix 2)

- Submit Non-Profit Proposals: FEB-MAR
- Scholarships: TBD (Depends on Scholarship Grant Organization)
- Site Visits/ Evaluations: APR-JUN
- Selection: JUN-AUG
- Grant Awards: OCT (normally for use in Jan.-next Fiscal Year)

C. Award Levels: (Depends on License Plates sold; available funds; number of non-profits selected.)

- Level 1: \$5,000- \$10,000+
- Level 2. \$3,000
- Level 3. \$1,000
- Special Awards: TBD

D. Funding Goals and Priorities: (depends on available Funding)

- Priority 1: Social Programs (Children, Youth, Families, Elders/Veterans/Services)
- Priority 2: Other Programs/ Services
- Priority 3: Scholarships & Individual (must agree that Funds must be used to pay for Collage Tuition or books;.

E. Evaluation process and Criteria: Per Appendix 4: HAGC Grant Council Non-Profits' Region Evaluation Team will be organized to conduct Non-Profit and any other evaluations; make funding recommendations to the HAGC Grant Council who will decide who to Fund.

- F. **Non-Profit Program Effectiveness and Annual Report**: All grant recipients must provide the Hispanic Achievers Grant Council an annual Program Effectiveness and Financial Report regarding the use of grant funds; made available to the Public.
- G. **Writing Proposal Format Guidelines**: Structure, attention to detail, concise persuasive writing, and a reasonable budget are the critical elements of the writing stage. There are many ways to organize proposals. Read the guidelines for specifications about required information and how it should be arranged. Standard proposal components are: the narrative, budget, appendix of support material, and authorized signature. Sometimes proposal applications require abstracts or summaries, an explanation of budget items, and certifications.

CONTACT: HAGC (VC Adm. & Log.): hadiversity@bellsouth.net; PH: 321-277-0850; Address: TBP
For more information go to: WWW.HispanicAchievers.org

Hispanic Achievers Grant Council (HAGC)

Grant Application Form

Cover Sheet

Date of application: _____

Name of organization to which grant would be paid. Please list exact legal name:

Purpose of grant (one sentence): _____

Address of organization: _____

Telephone number: _____ Fax: _____ E-mail: _____

Executive director: _____

Contact person and title (if not executive director): _____

Is your organization an IRS 501(c)(3) not-for-profit? (yes or no): _____

If no, please explain: _____

Grant request: \$ _____

Check one (based on the organization's priorities and the funder's guidelines):

General support _____

Project support _____

Total organizational budget (for current year): \$ _____

Dates covered by this budget (mo/day/year): _____

Total project budget (if requesting project support): \$ _____

Dates covered by project budget (mo/day/year): _____

Project name (if applicable): _____

*Application Form/ Correspondence: Send to/ email to: HAGC (VC Adm. & Log.):

hadiversity@bellsouth.net; PH: 321-277-0850; Address: TBP

:

Hispanic Achievers Grant Council (HAGC) Proposal Application Form

Non-Profit Grant Proposal Format

I. PROPOSAL SUMMARY: one-half page, maximum. Please summarize in a short paragraph the purpose of your agency. Briefly explain why your agency is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if a grant is made.

II. NARRATIVE—Five pages maximum.

A. Background—Describe the work of your agency, addressing each of the following:

1. A brief description of its history and mission.
2. The need or problem that your organization works to address, and the population that your agency serves, including geographic location, socioeconomic status, race, ethnicity, gender, sexual orientation, age, physical ability, and language.
3. Current programs and accomplishments. Please emphasize the achievements of the recent past.
4. Number of paid full-time staff; number of paid part-time staff; number of volunteers.
5. Your organization's relationships — both formal and informal — with other organizations working to meet the same needs or providing similar services. Please explain how you differ from these other agencies.

B. Funding Request—Please describe the program for which you seek funding.

1. If applying for *general operating support*, briefly describe how this grant would be used.
2. If your request is for a *specific project*, please explain the project including:
 - A statement of its primary purpose and the need or problem that you are seeking to address.
 - The population that you plan to serve and how this population will benefit from the project.
 - Strategies that you will employ to implement your project.
 - The proposed staffing pattern for the project, and the names and titles of the individuals who will direct the project.
 - Anticipated length of the project.
 - How the project contributes to your organization's overall mission.

C. Evaluation—Please explain how you will measure the effectiveness of your activities. Describe your criteria for a successful program and the results you expect to have achieved by the end of the funding period.

III. SIGNATURES/ ATTACHMENTS—The Board Chair and CEO must sign. Please label all attachments to correspond to the bold-faced, capitalized items below.

A. Financial Information—Please provide the dates that each document covers.

1. Your **MOST RECENT FINANCIAL STATEMENT**, audited if available. This statement should reflect *actual* expenditures and funds received during your most recent fiscal year.
2. Aligned side by side on the same page, your **OPERATING EXPENSE & BUDGETS** for the current and most recent fiscal year.
3. Aligned side by side on the same page, **A LIST OF** foundation and corporate **SUPPORTERS** and all other sources of income, with amounts, for your current and most recent fiscal year.
4. Please list the foundations, corporations, and other **SOURCES** that you are **SOLICITING FOR FUNDING** and, to the best of your knowledge, the **STATUS OF YOUR PROPOSAL** with each. If project funding is requested:

5. A **CURRENT EXPENSE BUDGET FOR THE PROJECT**. List each staff line separately and include % of time spent on project. Indicate the specific uses of the requested grant, if possible.
6. A list of all **SOURCES OF INCOME** toward the project, actual and prospective with amounts.

B. Other Supporting Materials

1. A list of your Board of Directors, with their affiliations.
2. A copy of your most recent IRS letter indicating your agency's tax exempt status, or, if not available, an explanation.
3. One-paragraph resumes of key staff, including qualifications relevant to the specific request.
4. Your most recent annual report, if available.
5. *No more than three* examples of recent articles about, or evaluations of, your organization, if available.

(Note: Budgets are cost projections. They are also show the funder how your project will be implemented and managed. Good budgets reflect carefully planned projects. This is a sample general operating budget format to use in submitting Proposals.)

Budget Purpose: _____ General Operating Support _____ Project Support

Budget Period: _____ to _____

I. INCOME		II. EXPENSE	
SOURCES	AMT	USES	AMT
Revenue		General Operating Support	
Government grants & contracts		Salaries & Fringe Benefits (for project budgets detail each position to be funded)	
Banks & Foundations		Salaries, Fringe & OTPS	
Earned Income		Salaries, Fringe & OTPS	
Fundraising		Insurance & taxes	
Donations		Consultants & professional fees	
In-kind support		In-kind expenses	
I. TOTAL INCOME	\$	II. TOTAL EXPENSE	\$
Detail OTPS Expenses		Subtotal OTPS Expenses	\$
Banks & Foundations		Equipment	
Earned Income		Supplies	
Earned Income		Printing & copying	
Earned Income, Banks & Foundations		Telephone & fax	
Earned Income, Banks & Foundations		Postage & delivery	
Earned Income		Rent & utilities	
Other Income (specify)		Other Expense (specify)	
Other Income		Other Expense (specify)	
Other Income		Other Expense (specify)	
I. TOTAL INCOME	\$	II. TOTAL EXPENSE	\$
		NET INCOME (income less expense)	\$

OTPS=Other Than Personnel Services

OVERALL GUIDELINES:

1. Narrative Guidelines

Statement of Need: Purpose, goals, measurable objectives, and a compelling, logical reason why the proposal should be supported. Background provides perspective and is often a welcome component.

Approach: Method and process of accomplishing goals and objectives, description of intended scope of work with expected outcomes, outline of activities, description of personnel functions with names of key staff and consultants, if possible.

Method of evaluation: Some require very technical measurements of results. Inquire about expectations.

Project timeline: Paints a picture of project flow that includes start and end dates, schedule of activities, and projected outcomes. Should be detailed enough to include staff selection and start dates.

Credentials: Information about the applicant that certifies ability to successfully undertake the proposed effort. Typically includes institutional or individual track record and resumes.

Tips on Writing the Narrative: Narratives typically must satisfy the following questions:

- What do we want?
- What concern will be addressed and why it is important?
- Who will benefit and how?
- What specific objectives can be accomplished and how?
- How will results be measured?
- How does this funding request relate to the funder's purpose, objectives, and priorities?
- Who are we (organization, independent producer) and how do we qualify to meet this need?

The HOOK: There are many ways to represent the same idea. However, the HOOK tailors the description of the idea to the interest of a particular funder. The HOOK aligns the project with the purpose, and goals of the funding source. This is a critical aspect of any proposal's narrative because it determines how compelling reviewers will perceive your submission to be.

2. Budget: Budgets are cost projections. They are also a window into how projects will be implemented and managed. Well-planned budgets reflect carefully thought-out projects. Be sure to only include those things the funder is willing to support. Funders use these factors to assess budgets:

- Can the job be accomplished with this budget?
- Are costs reasonable for the market - or too high or low?
- Is the budget consistent with proposed activities?
- Is there sufficient budget detail and explanation?
- Budget Form that must be submitted with the Proposal is found at the end of this Appendix.
- Don't forget to list in-kind support and matching revenue, where appropriate. Be flexible about your budget in case costs must be negotiated.

3. Supporting materials: Supporting materials are often arranged in an appendix. These materials may endorse the project and the applicant, provide certifications, add information about project personnel and consultants, exhibit tables and charts, etc. For projects that include collaborations or partnerships, include endorsements from the partnering agencies. Policies about the inclusion of supporting materials differ widely among funders. Whether to allow them usually depends upon how materials contribute to a proposal's evaluation. Restrictions are often based on excess volume, the element of bias, and relevance.

Find out if supporting materials are desired or even allowed. Be prepared to invest the time to collect resources, produce a tape, document capability, update a resume, collect letters, include reference reports or whatever is needed.

4. Authorized Signatures: Authorized signatures are required. Without these, proposals may be rejected. Be sure to allow yourself time to acquire a needed signature.

5. Specifications: Tailor proposal writing to specifications found in the guidelines. Include only the number of pages allowed. Observe the format. Is there a form to complete? Must the proposal be typed, double spaced, on 8-1/2 x 11 inch pages? Are cover pages allowed or desired? Caution! —Be concise. Elaborations should add depth and scope, not page fillers.

6. Submission checklist: The complete proposal must be submitted on time in the requested format with the requested number of copies and original authorized signatures. Address the proposal as directed in the guidelines. Be sure to include required documentation.

Appendix 4: HAGC Grant Proposal Evaluation Procedures

- A. HAGC Grant Council Non-Profits' Region Evaluation Team will be organized to conduct Non-Profit and any other evaluations; make funding recommendations to the HAGC Grant Council who will decide who to Fund. The Grant Council Evaluation Teams will be coordinated by the Vice-Chair Operations.
- B. The Non-Profits' Region Evaluation Teams (North, Central, South) will be organized into at least 3 Members in a Team. The Grant Council Region Evaluation Team Leaders will be designated by the Grant Council Chairman. All Council voting Members, Senior Advisers and Council Volunteers can participate in Team Evaluations and vote to make recommendations to Grant Council.
- C. The Evaluation Teams will visit Grant Council designated Non-Profits; use Grant Evaluation/Site Visit Form to conduct site visits; and recommend Non-Profits to the Grant Council for Grant approval/ prioritized Funding.
- D. The Non-Profit will provide a no more than a 30 Minutes Proposal/Site Briefing on their Grant Proposal; make available for interview: Board Chair, Executive Director/CEO, and any Employees.)