

City of Fairfax

Nonprofit Grant Program
Draft Process and Application Guidelines

Fiscal Year 2025



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The City of Fairfax as created two options for human services organizations wishing to apply for funds: The standard nonprofit application process for human services organizations wishing to apply for awards of \$10,001 to \$50,000 or a mini-grants process with a simplified application for any organization applying for a mini grant of \$5,000 - \$10,000. Funding for the nonprofit grant program is allocated through the City's annual budget process and/or biannual supplemental appropriations as decided by the Mayor and City Council. Nonprofit organizations can only apply through the standard nonprofit application process OR the mini-grant application process.

This manual describes the standard human services nonprofit application process. Please see the manuals and applications on the City of Fairfax website for additional information on the other options.

Mini-Grants:

The mini-grants program is a competitive process that provides a source of funding for eligible nonprofit organizations who are requesting funds for the purposes of capacity building or for small-scale innovative ideas or projects. Organizations of any size can apply through the small grants process, if desired. The mini-grant application requires basic information from organizations regarding their background and mission, need for the service, project description, budget, and two performance measures within the Areas of Need. For FY25, a total of \$25,000 is allocated for mini grants.

Nonprofit Grant Program:

The nonprofit grant program will be made available through a competitive process to eligible nonprofit organizations seeking to develop, expand or enhance services available to City of Fairfax residents to improve quality of life by addressing one or more of the following areas of need: Prevention and Self Sufficiency; Crisis Intervention and Diversion; Long Term Support; and Improved Quality of Human Services. For FY25, a total of \$275,000 is allocated for nonprofit grants.

Eligibility Criteria

Applicants must meet the following baseline criteria to be eligible for a nonprofit grant program:

- Be a nonprofit certified as a 501(c)3 by the Internal Revenue Service at the time of submission of the application.
- The organization is located within the City of Fairfax and/or provides services to City of Fairfax residents. Any funding allocated through this grant process must be utilized to assist city residents.
- Show proof of financial stability by providing the last three (3) years of IRS 990 forms and other financial documentation.
- Be in good standing with the Virginia State Corporation Commission at the time of submission and throughout the course of funding. The link to their website is: <https://www.scc.virginia.gov/>
- Have a mission that is consistent with serving the City's areas of need.
- Subject to limited expectations, Virginia law prohibits localities from appropriating public funds to organizations controlled in whole or in part by churches to include other houses of worship

such as temples, mosques, synagogues, etc., or 1.) it is not in whole or in part by a church (or other house of worship) or sectarian society; and 2.) the programs of such organizations do not discriminate based on, and are not otherwise contingent upon the religious affiliation of participants or those eligible to receive assistance. Furthermore, City grants may not be used for any religious purpose or activity including, but not limited to, religious worship, instruction, or proselytization. The link to this law code is:

<https://law.lis.virginia.gov/constitution/article4/section16/>

To be considered for funding, applicants must also demonstrate the following criteria:

- Present a documented, data-driven need for the organization's program or service.
- Show demonstrated outcomes for the program or service.
- Show that the program or service provide a direct benefit to City residents.
- Demonstrate that the program or service enhances the quality of life for City of Fairfax residents.
- Demonstrate that the organization has the administrative resources to administer funds and to implement and oversee the program or service.
- Show that funding requested is realistic given the service level, and that the organization does not rely predominately on City grant funds.
- Show documented efforts by the organization to secure funding from other sources.
- Agree to sign a Memorandum of Understanding with the City and adhere to reporting requirements.
- Submit a detailed budget outlining the breakdown of costs (both direct and indirect) connected to the organization's proposal for use of the nonprofit grant if awarded.

Organizations applying for the nonprofit grant program should reflect their organizational mission that aligns with the City of Fairfax City Council's vision and related goals. The City Council's vision is as follows: ***The City of Fairfax has a strong, sustainable economy that supports a vibrant and equitable 21st century community. Council goals are focused in the areas of economic development, environmental sustainability/stewardship, community, transportation and governance.***

The four areas of need established for the nonprofit grant program are:

- **Prevention and Self-Sufficiency**
Services focused on assisting individuals and families in becoming and/or remaining independent and stable; and providing tools, skills, strategies and resources to individuals and families. Examples include but are not limited to rental assistance, employment services, childcare services.
- **Crisis Intervention and Diversion**
Services provided to individuals and families in crisis to overcome immediate problems and reduce or prevent the need for more restrictive and expensive higher-level services. Examples include, but not limited to, homelessness prevention activities.

- **Long Term Support**

Services that focus on assisting individuals who have continuing, long-term support needs to remain healthy, safe, and independent in the community. Examples include, but not limited to, older adults services, group home services, behavioral and mental health services.

- **Improved Quality of Human Services**

Services and opportunities provided to individuals, organizations, and communities that enhance the quality, accessibility, accountability, and coordination of services provided by community organizations. Examples include, but not limited to education, training and development programs, youth programs and services, after school programs, legal aid programs.

FY 2025 Process and Timeline

Information sessions are highly recommended for all applicants. An information session(s) will be scheduled that is specifically tailored to this grant opportunity. At least one session, possibly more one, will be offered. The informational session date(s), once scheduled, will be posted on the nonprofit grant webpage along with shared through the city's social media accounts. There will also be opportunity to submit questions about the nonprofit grant program application process.

Mini grant applicants will complete an abbreviated application process. Please refer to Section VI Budget Requests for details.

Applicants for the FY 2025 nonprofit grant program will be required to submit an application using the online form (link not available yet). A question and answer (Q&A) document, where answers to all applicant questions will be posted publicly and will be available online (link not available yet) up to three days before the grant is due. Questions may be submitted via email to the City of Fairfax's Director of Human Services Lesley Abashian, Lesley.Abashian@fairfaxva.gov.

At the conclusion of the application period, all applications will be reviewed by a panel of City of Fairfax staff that includes representatives from Human Services, Economic Development, Community Development and Planning, Parks, Finance and the City's Title VI Coordinator.

Committee members will evaluate the applications on the services provided, mission, and demonstration of need (referred to as the program review) as well as economic impact and other financial indicators (referred to as the financial review). The program review of the application is conducted by the representatives from departments listed above and the financial review of the applications is conducted by the Finance Department. Each reviewer's scores are compiled for a final average score, with any major discrepancies reconciled by consensus.

Within the guidelines approved by the City Council, specific criteria exist that guide the interdepartmental committee in fairly reviewing each application. The main areas of evaluation within the application are:

Area of Evaluation	Maximum Points
Completeness of Application	10
Statement of Need including quantitative documentation of the organization's impact within the City of Fairfax	25
Project Description and Timeline	20
Organizational Background, Qualifications and Expertise	20
Cost Justification	25
Bonus: Alignment with the City Council's Vision/Goals	10*
Total	110

Note: Scoring is on a 100-point scale with the option of earning 10 additional points. Applications scoring 75 or more of the total possible points are eligible for funding. However, having a score of 75 or more does not guarantee funding. It should also be noted that organizations must earn scores higher than 25% of the total score allocated in all areas of evaluation.

All organizations approved for funding must complete a Memorandum of Understanding (MOU) prepared by the City of Fairfax and signed by the appropriate authority for the organization. Funds will be distributed in two equal installments: the initial disbursement will occur once the MOU is executed. The second installment of funds will be contingent upon the organization submitting satisfactory quarterly reports to the City and will be released at the mid-year point.

FY 2025 Nonprofit Grant Process Timeline	
Date: September 23, 2024	Grant Application Release Date
Date: October 3, 2024	Information Session
Date: October 14, 2024	Deadline for questions to be submitted to the grant Q&A
Date: October 21, 2024	All answers posted to grant Q&A on the City of Fairfax webpage
Date: November 4, 2024	Grant Application Due Date
Date: December 16, 2024	Grant Awards Announced

Application Instructions

For the FY 2025 human services nonprofit grant process, applicants can access the online application form online (link not available yet). The application form includes the following sections:

- Part I – Organization Information
- Part II – Grant Eligibility Requirements
- Part III – Agency or Organization Services
- Part IV – Budget and Supporting Financial Documents
- Part V - Required Attachments
- Part VI- Budget Request

Applicants are required to provide a response to questions with an asterisk “*”. If the required questions do not apply to your organization, please enter “not applicable” or “N/A”, or for questions requesting a monetary or numerical response, enter “0”. There is no character limit attached to the text boxes in the application.

Part I - Organizational Information

This section requests basic organizational information, including name, address, contact information, Federal Tax ID number, UEI number, year of founding, accreditation information, and organizational mission. Applicants must also indicate whether they are a first-time applicant for the full grant process.

Part II – Grant Eligibility Requirements

This section requests information connected to the nonprofit grant program’s eligibility parameters. **Applicants are required to either be located within the City of Fairfax and/or currently serving City residents to be eligible for this grant.** If providing services to City residents, applicants are also required to provide the number of years they have been providing services.

Information is requested about the applicant’s current relationship with the City of Fairfax and Fairfax County. The application requires information about any current City of Fairfax funding being received by the organization. The City of Fairfax has an agreement with Fairfax County for the provision of human services. Based on that relationship, applicants are also asked for information about current Fairfax County funding included as part of their operational budgets.

As part of the nonprofit grant program’s eligibility requirements, applicants are required to identify the area of need(s), as targeted by the City in this grant process, that the organization’s service or program to be funded aligns with. The area of need are as follows:

- **Prevention and Self-Sufficiency:**

Services focused on assisting individuals and families in becoming and/or remaining independent and stable; and providing tools, skills, strategies and resources to individuals and families. Examples include but are not limited to rental assistance, employment services, childcare services.

- **Crisis Intervention and Diversion:**

Services provided to individuals and families in crisis to overcome immediate problems and reduce or prevent the need for more restrictive and expensive higher-level services. Examples include, but not limited to, homelessness prevention activities.

- **Long Term Support:**

Services that focus on assisting individuals who have continuing, long-term support needs to remain healthy, safe, and independent in the community. Examples include, but not limited to, older adults services, group home services, behavioral and mental health services.

- **Improved Quality of Human Services:**

Services and opportunities provided to individuals, organizations, and communities that enhance the quality, accessibility, accountability, and coordination of services provided by community organizations. Examples include, but not limited to, education, training and development programs, youth programs and services, after school programs, legal aid programs.

Additionally, the applicant is required to define how the organization's mission aligns with the area(s) of need chosen, including details of how grant funding, if awarded, will be utilized to improve quality of life and enhance service levels for the identified area(s) of need. The applicant is also given the opportunity to discuss how the organization's plans for the requested funding will support and/or advance the City of Fairfax City Council Goals.

Part III – Agency or Organization Services

This section consists of questions related to the applicant's grant request, including a statement of need, information about the organization's impact within the City of Fairfax along with the organization's background, qualifications and expertise. The applicant is also asked to detail how the organization currently collaborates with the City of Fairfax and Fairfax County. Details around how outcomes will be tracked and reported is also requested.

Questions included in the application listed below.

- Provide a brief overview of your grant request, including a description of the program or service for which you are requesting funding. Include an overview of all programs offered to City of Fairfax residents by your organization. Include the organization's proposed timeline for utilizing the city's nonprofit grant funds if awarded.
- Provide a statement of need, including quantifiable documentation of the organization's impact within the City of Fairfax. How does the program, service, or organization provide a direct benefit to individuals who live in the City of Fairfax? This should include demographics for the specific population(s) being served by your organization (such as age, ethnicity, gender and location of residence) for City of Fairfax residents served in FY23 and FY24.

Also include the following data about your program/organization for FY22, FY23 and FY24.

- Total number of unduplicated clients served
- Number of unduplicated City of Fairfax clients served
- Estimated number of unduplicated clients to be served in FY25?

- Which Fairfax County and/or City of Fairfax departments do you collaborate to bring services to City of Fairfax residents? With which other organizations do you collaborate? Describe the nature of these collaborations and whether an agreement/MOU is in place for these collaborations?
- How do you track the overall number of participants served by your program, including the number of participants living in the City of Fairfax who are served by your program? How will you ensure that city funds are being used to serve City of Fairfax residents? What is the percentage of clients served by your organization that are City of Fairfax residents? Has your organization experienced growth in the numbers of City of Fairfax resident clients served over the past three years (FY 22, FY 23 and FY 24).
- Describe how your organization utilizes volunteer services and/ or other community resources to support its mission.
- What performance measures will your organization utilize to demonstrate the community impacts related to this grant funding request?
- Provide details of your organization’s background, qualifications and expertise that corresponds to this funding request. Provide: when was your organization created and why, describe your organization’s current administrative and staffing capacity, detail your organization’s capacity to provide the program or service for which funding is being requested (include resumes of staff managing and working on program/services for this grant opportunity), provide examples of other services or programs your organization has developed, including outcome data.

Part IV – Budget and Supplemental Financial Documentation

Please provide the financial information for the entire organization, not just the program requesting funds. Required financial information is as follows:

- Most recent audit and financial statements for the previous 2 years
- Organization’s current year operating budget
- 2021, 2022, 2023- 990 forms
- IRS Letter of Determination
- Certificate of Good Standing with Virginia SCC at the time of application
- Current W-9
- Unique Entity Identifier (UEI)
- Financial Statements
 - Balance Sheet
 - Income Statement
 - Statement of Cash Flow

Applicants are also required to answer the questions listed below as part of the application.

- If fully funded, what percentage of your organization’s revenues for the current fiscal year would the City of Fairfax comprise? Show how you calculated this percentage.
- Please discuss your sustainability plan for this program: what other resources is your organization using to support the continuation of the identified program/service?

- Does your organization currently receive funding from either the Fairfax-Falls Church Continuum of Care Partnership or Fairfax County’s Consolidate Community Funding Pool (CCFP)? If yes, please provide details
- Is your organization currently on a federal or state debarment list?
- How will the grant funds, if awarded, be utilized? Please provide a completed budget template outlining your proposed budget.

Part V – Required Attachments

All attached listed below are required to be included with the application:

- Current listing of Board of Directors and Key Staff.
- Organizational chart which includes staff composition (number of full- time, part- time and volunteers).
- Relevant licenses and certifications.
- Organization’s Outcome Plan (connected to this funding request).
- Most recent audit and financial statements for the previous 2 years.
- Organization’s current year operating budget.
- 2021, 2022, 2023- 990 forms.
- IRS Letter of Determination.
- Certificate of Good Standing with Virginia SCC at the time of application.
- Financial Statements (Balance Sheet, Income Statement, Statement of Cash Flow).
- Budget template- should include a cost calculator for each line item and narrative description of each item in your budget request.

Part VI – Budget Request

In this section, applicants for the human services nonprofit grant are required to submit a budget template that includes a cost calculator for each line item and narrative description of each item in your budget request. Funding requests for this grant application can fall between to\$10,001 to \$50,000. Funding awards are contingent on several factors including the organization meets eligibility requirements, submits a complete application, number of applicants for the grant cycle and funding allocated by the City of Fairfax City Council. The human services nonprofit grant program is a competitive solicitation; eligible organizations applying for this grant program are not guaranteed a funding allocation. Please note: organizational operating costs included in the nonprofit grant submission should not exceed 20% of total proposed program budget.

Mini Grants: Organizations applying for mini grants will complete an abbreviated process. Mini grant applicants are required to provide a summary of how the \$5000 - \$10,000 will be utilized, how the expenditure connects with one (or more) of the areas of need and the anticipated impact within the City of Fairfax. Mini grant applicants are required to meet the grant eligibility criteria as defined for this solicitation. Mini grant applicants cannot apply for the human services nonprofit grant within a year the organization applied for the mini grant.

The following are specific examples of unallowable expenses but is not an exhaustive list:

- Corporate debts
- Contingencies
- Contributions and donations
- Entertainment costs
- Fines and penalties
- Interest and other financial costs
- Legislative and/or lobbying expenses

The final approved funding amount for organizations will be based on a combination of factors: the total amount of funds available, the total amount of awarded requests, the application score, and a review of the reasonability of proposed budget items and cost for services. The ratio of City of Fairfax funding to the organization’s overall operating budget will be carefully considered to ensure a healthy fund mix that does not rely predominantly on City grant funds.

Application Scoring Criteria

Category	Question/Information	Points
Completeness of Application	<u>All</u> required documentation along with a complete application must be submitted to the City to be considered for nonprofit grant program funding.	10 points
Project Description and Timeline	<p>Criteria: Enhances City of Fairfax’s functions or services by providing services that improve the well-being of citizens.</p> <ul style="list-style-type: none"> • Question 1: How does your proposed funding request relate to the defined Area(s) of Need identified by the City of Fairfax? • Question 2: How does your organization’s mission align with the Area(s) of Need? • Question 4: Provide a brief overview of your grant request, including a description of the program/service for which you are requesting funding. <p>Include the organization’s proposed timeline for utilizing the city’s nonprofit grant funds if awarded.</p>	20 points
Statement of Need This should include quantitative	Criteria: Collaboration with others (including City of Fairfax and Fairfax County agencies) results in efficiencies, lack of duplication, and expands service to residents. The need is substantiated through definitive statements of need from other reliable sources.	25 points

documentation of the organization's impact within the City of Fairfax

- **Question 5:** Why does your organization provide this program or service? Please use data to document the need for it in the City of Fairfax.

Provide your organization's data for services provided within the City of Fairfax services including:

- ✓ Does your organization have a targeted population you serve?
- ✓ Demographics of City resident served (age, race, ethnicity, gender, etc.)
- ✓ City of Fairfax data for past 3 years (FY22, FY23 and FY24)
 - Total number of unduplicated clients served.
 - Number of unduplicated City of Fairfax clients served.
 - Overall percentage of clients served by your organization that are City of Fairfax residents?
 - Estimated number of unduplicated clients to be served in FY25?
 - If applicable, has your organization experienced growth in City of Fairfax resident clients served over the past three years (FY22, FY23 and FY24). What were the factors impacting the experienced growth?
- **Question 6:** What Fairfax County and/or city of Fairfax human service departments do you collaborate to bring services to City of Fairfax residents? With which other organizations do you collaborate? Describe the nature of these collaborations and whether an agreement/MOU is in place for these collaborations?
- **Question 7:** How do you track the overall number of participants served by your program, including the number of participants living in the City of Fairfax your organization serves? How will your organization ensure that city funds are being used to serve City of Fairfax residents?
- **Question 8:** Describe how your organization utilizes volunteer services and/ or other community resources to support its mission.

	<ul style="list-style-type: none"> • Question 9: What performance measures will your organization utilize to demonstrate the community impacts related to this grant funding request? 	
Organizational Background, Qualifications and Expertise	<p>Criteria: Organization demonstrates the qualifications to successfully implement and sustain the proposed program or service.</p> <p>Question 10:</p> <ul style="list-style-type: none"> • When was your organization created and why? • When did your organization begin to provide services within the City of Fairfax? • Describe your organization’s current administrative and staffing capacity. • Please detail your organization’s capacity to provide the program or service for which funding is being requested (include resumes of staff managing and working on program/services for this grant opportunity)? • Provide examples of other services or programs your organization has developed, including outcome data. 	20 points
Financial Health including cost justification	<p>Criteria: Analysis of key financial ratios and trends based on IRS form 990 data and/or financial statements. Includes liquidity, profitability, and revenue mix to assess organization’s financial health and viability.</p> <ul style="list-style-type: none"> • Question 11: If fully funded, what percentage of your organization’s revenues for the current fiscal year would the city’s funds comprise? • Question 12: Please discuss your sustainability plan for this program. What other resources is your organization using to support the continuation of the identified program/service? • Question 13: Does your organization currently receive funding from the City of Fairfax, Fairfax-Falls Church Continuum of Care Partnership or Fairfax County’s Consolidated Community Funding Pool (CCFP)? • Question 14: Is your organization currently on a federal or state disbarment list? Yes or No. • Question 15: How will these funds be used? Provide a narrative description of your proposed budget along with a completed budget template. 	25 points

	<ul style="list-style-type: none"> Has your organization or any of its key personnel been excluded or debarred from participation in federal or state programs? If yes, provide details, including reasons for exclusion or debarment. 	
BONUS POINTS Alignment with the City Council's Vision/Goals	Criteria: Organization's mission is consistent with City Council's overall vision. Bonus Question 3: <ul style="list-style-type: none"> What is your organization's mission? How does your mission align with the City's vision? If funded, how will this project support and/or advance the City Council's goals? 	10 points

Given the ranking system above, applications with total averaged scores of 75 or higher will be automatically considered for funding. Applications scoring less than 75 points will not be considered for funding. In addition, applicants scoring less than half of the available points under Demonstration of Need or Financial Health will be reviewed and may be rejected regardless of total score. ***Organizations who score under 25% of the total points for any of the areas of evaluation will not be considered for funding.***

General Tips for Application Development

- Assume that the reviewers are not familiar with your organization; scores are based on application content only.
- Emphasize result achieved by the program, including metrics used to measure results.
- Ensure that costs in requested budget are reasonable, well- explained, and within industry standards (if applicable).
- Be sure that responses to questions:
 - Directly answer the question
 - Are concise, specific, and thorough
 - Are specific to the City of Fairfax
- Be sure that all required documents have been uploaded or explain why you cannot provide them.

Instructions for Grant Recipients

Once awards have been announced, grant recipients will be required to sign an agreement with the City of Fairfax in order to receive the grant funds. This agreement, or Memorandum of Understanding (MOU), will outline the requirements for receiving the grant award. The MOU will include important terms relative to the grant award as follows:

Funding Term and Disbursement

The disbursement will occur in two equal installments. The award is for a 12-month period. The City of Fairfax will make two payments to the organization. Specific payment dates will be reflected in an organization's MOU.

- The first half of the funding award will be made within 60 days of the city receiving an organization's signed MOU for the Nonprofit Grant Program.
- The second half of the funding will be awarded after submission and approval by the City of Fairfax of a mid-year progress report and expenditure report.

The City of Fairfax may delay or cancel payments for failure by the organization to comply with any part of the MOU.

Tracking of Expenditures and Use of Funds

The recipient agrees to submit financial reports in accordance with specific deadlines, detailing the use of grant funds and providing supporting documentation if required. The City of Fairfax reserves the right to monitor and evaluate the recipient's performance and use of grant funds, including conducting site visits and audits as deemed necessary. The recipient agrees to maintain accurate and complete records of all activities and expenditures related to the grant for three-years (3) and make those records available for inspection upon request.

The Organization shall repay to the City of Fairfax:

- Any funds that remain at the end of the Fiscal Year.
- Any funds expended for purposes other than those stated in the Funding Applications.

Reporting Requirements

Grant recipients will be required to submit quarterly reports as well as a final report that provides information on expenditures and the progress of the organization in meeting the performance measures identified in the funding application. The template used in the evaluation plan for the application will serve as the reporting template as well. Quarterly reports are due to the City of Fairfax's Director of Human Services no later than 15 days after the end of the quarter. The final report is due 30 days after the end of the grant period. Timely submission of grant reports is counted as part of the subsequent year's grant application score.

Organizations not meeting at least 75% of their mid-year target for any performance measure will be reviewed by the City of Fairfax. If City staff determines that there may be a performance issue underlying the lack of progress toward the goal, they will request that the organization complete a corrective action plan before the 2nd fund disbursement will be given. A corrective action plan consists

of a statement of the issue needing improvement and a request for the organization to present a remedy, in writing, within a certain timeframe.

Based on the mid-year reports, each organization will be given a score from 1-10 rating the organization's performance and timely submission of reports. These scores, and the score for the previous year's final report, will be used as part of the application scoring process for the next fiscal year.

Invoicing Requirements

Grant recipients will also be required to invoice the City of Fairfax for the bi-annual disbursements of the approved grant award. The invoices should be included when submitting the signed copies of the MOU and the Mid-Year report. Invoices should be submitted to the City of Fairfax 's Director of Human Services (Director) on organizational letterhead and include the date, invoice number, amount to be disbursed, and reference the Human Services Nonprofit Grant award.

City of Fairfax's Point of Contact:
Lesley Abashian LCSW, CPM
City of Fairfax Director of Human Services
Lesley.Abashian@fairfaxva.gov
(703) 385-7894

To ensure consistency in management and communications, the Director of Human Services will be the main point of contact for the nonprofit grant awards and MOUs. The Director of Human Services should be notified of any issues related to spending, or to programs or operations funded by the grant.

Definitions

Areas of Need – The Areas of Need are general categories used to describe service outcomes prioritized by the Board of Supervisors. A full description of each of the Areas of Need is provided on pages 3-5 of this manual under Eligibility Criteria.

Full-time Equivalent (FTE) – The hours worked by one employee on a full-time basis. For application purposes, a full-time position is equivalent to 1.00 FTE and a part-time position is equivalent to a 0.5 FTE.

Outcome – A type of performance measure that denotes a specific result a program is intended to achieve. An outcome measure indicates effectiveness of a product or service and progress toward meeting identified objectives. Example: Percent of repaired meters still functioning properly six months later or Percent of new hires/promotions completing probation and performing satisfactorily six months later.

Output – A type of performance measure that shows “how much” or “how many” is produced or provided. Example: Number of meters repaired, number of job applications received, number of arrests.

Operating Revenue – Funds received to cover operating expenses.

Operating Expenses – An expense incurred in carrying out an organization's day-to-day activities.

Performance Measures - A quantifiable indicator used to assess how well an organization is achieving its desired objectives.

Referral Process – The process by which prospective clients are attained and evaluated for service by the organization.

Referrals – The process of directing prospective clients to the appropriate organization for service delivery.

Unduplicated clients – A client served by the organization who is counted only once, no matter how many direct services the client receives during a fiscal year.

Part VI – Budget Request

A thorough budget narrative will aid the administrative review and processing of a recommended award. The following is guidance for your use in preparing a thorough budget narrative. The budget narrative provides a discussion of, or explanation for, items included in the budget template. Not all budget categories may be applicable.

- A. **Personnel** – This category includes salaries and wages of employees of the applicant organization that will be working directly on the project. For key personnel such as the project manager or principal investigator, identify the name individual and position/title. For all positions, identify the project tasks that will be performed. Compensation rates can be expressed as hourly rates and number of hours that will be contributed to the project.
- B. **Fringe Benefits** – can be expressed as an hourly rate or percentage of personnel costs, but must correspond to how the costs are documented in your organization’s accounting system. In the narrative, identify the fringe benefit rates/amounts for each portion.
- C. **Travel** – Provide a narrative describing any travel employees are anticipated to perform. Include the purpose of the travel and how it relates to project tasks. Example of travel costs are: airfare, per diem, mileage, lodging, transportation, and miscellaneous travel expenses.
- D. **Equipment** – If equipment will be purchased, itemize all equipment valued at or greater than your organization’s capitalization threshold for financial statement purposes. If your organization’s capitalization threshold is greater than \$5,000, identify all equipment valued at or greater than \$5,000. For each item, identify why it is needed for the completion of the project and how the equipment was priced.
- E. **Supplies** – List all expendable supplies noting their purpose in the project and the basis of cost (e.g. vendor quotes, catalogue prices, prior invoices, etc.) For each item, provide the estimated unit cost, quantity, and total cost. General categories may be used, but if a category is viewed as too general or the associated amount is too high, further itemization may be requested.
- F. **Other Direct Costs** – This category contains items not included in the previous categories, such as rental and lease costs, etc. List items by type or nature of expense, breaking down costs per unit, quantity, and total cost and identify the basis of cost (quote, invoice, etc.) Describe the necessity of the costs for successful completion of the project.

**City of Fairfax
Nonprofit Grant Program
Budget Template**

The amounts below provide budget details which compliment and further explain the budget narrative portion of your grant application. The budget narrative provides a discussion of, or explanation for, items included in the following categories.

<u>CATEGORY</u>	<u>CALCULATION</u>	<u>EXPLANATION</u>	<u>COST</u>	<u>SUB-TOTAL</u>
A. PERSONNEL				
Example: Name, Position/Title	\$15.00/hr. x 400hrs	Project Manager and Grant Lead	\$ 6,000	
				\$0
B. FRINGE BENEFITS				
Example: Name, Position/Title	26% of Budgeted Rate	FICA, Medical/Dental, Retirement	\$ 1,560	
				\$0
C. TRAVEL				
Example: Local Mileage	150 miles x \$0.67	Reimbursement of local travel	\$ 101	
				\$0
D. EQUIPMENT				
Example: Enclosed Cargo Trailer	1 unit	Provide storage and transportation of deliverable items	\$ 5,001	
				\$0
E. SUPPLIES				
Example: Personal Care Kits	\$7.55/ea. x 1000	Toothpaste and toothbrush, soap, hand sanitizer, wipes	\$ 7,550	
				\$0
F. OTHER DIRECT COSTS				
Example: Outreach Events	2 events @ \$500/ea.	2 planned community outreach events	\$ 1,000	
				\$0
			BUDGET TOTAL	\$0