

Valley of the Sun United Way



**Valley of the Sun
United Way**

FY 2019-2020 Grant Application Guide

VSUW Grants Program Overview

Valley of the Sun United Way brings together public, private and social sector partners to improve the quality of life for all Maricopa County residents by focusing on breaking the cycle of poverty. We focus on the issues of education, financial stability, chronic hunger, homelessness and community empowerment to ensure that those in need have a better life and future.

We've always cared about those who are the most vulnerable in our community and adopted a "Breaking the Cycle of Poverty" approach in 2016. We focus our approach on children, families and neighborhoods through working on education, hunger, homelessness, financial stability and neighborhood empowerment. We often work in "place" which includes: schools and school districts, specific communities and neighborhoods. We achieve impact through:

- Investment in Community-Based Solutions through Organizations
- Volunteer Deployment
- Policy and Systems Change
- Convening and Collective Impact
- Civic Engagement and Action
- Public Awareness and Education
- Results-Based Direct Programming

We work with community to best use our dollars, time and expertise in building solutions and vibrant futures. The grants process is one aspect of United Way's mobilizing power to build capacity and fund in community-based solutions through the impactful direction and measurement of resources.

The grants program provides funding that is competitive, open to nonprofits and schools operating in Maricopa County. It allows United Way to partner with community, organizations and schools for overall impact that moves forward our strategic priorities. Grant funding is distributed on a quarterly basis.

In addition to grants, United Way also contracts with local entities to advance our work. The contracting process is non-competitive; however, it does require three bids for contracts over \$10,000. Contract funds are distributed based on work completed.

Should you have any questions on the grant application, please contact ecimpact@vsuw.org.

New Aspects of the Grant Process in FY20

Starting in FY20, United Way has made a number of changes in how we are granting funds to organizations and schools. These changes include:

- Opening the grant application to all nonprofits and schools operating in Maricopa County, making the process competitive. This allows for a broader perspective and potential funding of new and emerging best practice in addition to consideration of mature programs. As solutions evolve, our grant program priorities must also evolve to meet the current needs of the community.
- Moving the funding year from a July – June timeframe to an October – September timeframe; allowing greater alignment to the VSUW budget.
- Incorporating community members and subject matter experts as Grant Review Volunteers; broadening engagement from the Board, the Community Impact Committee and other community leaders and experts.
- Creating a blind review process so as to not allow historical funding levels to dictate future funding decisions.

Grant Guidelines

General Grant Guidelines

- The grant program will operate on a 12 month cycle, October – September
- Grant requests may be renewable for multiple years, with the approval of the Community Impact Committee
- Additional grant cycles other than the primary October – September cycle may open throughout the year
- Each grant program funding area will be aligned with overall VSUW strategic impact priorities
- No funding will be provided for advocacy, capital campaigns or endowments
- Organizations and schools may apply to more than one grant program area
- Once submitted, program staff at VSUW may respond with questions or clarifications prior to the final decision being made

Program Funding Areas

VSUW's is accepting grant applications for FY 2019-2020, with funding beginning October 2019 and ending September 2020. Grant applications will be accepted for the following strategic impact priorities.

Education

Education is the key to ending the cycle of poverty and lack of opportunity in our communities. We are looking to fund innovative solutions that increase the rate of economically disadvantaged students to graduate from high school being college and career ready. This fund will accept proposals for the following activities, strategies and/or services:

- Ensure all children are school ready
- Improve access to, and quality of, youth development programs
- Improve youth readiness for post-secondary education and employment

Food and Housing

Homelessness and poverty are inextricably linked. Housing is a critical foundation from which a person or family can begin to emerge from poverty. A basic component of what it means to thrive is access to quality, nutritious food. Children who have this are better able to focus in school, and seniors are better able to recover from chronic health issues such as diabetes and hypertension. For this fund we are looking for solutions that lead to housing and food stability. This fund will accept proposals for the following activities, strategies/or services:

- Prevent families and individuals from entering homelessness
- Support a housing crisis response system to quickly identify, and connect to housing, those experiencing homelessness
- Support vulnerable families and individuals by providing emergency food and nutrition benefits

Financial Stability

Breaking the Cycle of Poverty requires addressing the financial stability of individuals and families in our community. For this fund we are looking for **innovative** solutions that lead to greater economic mobility. This fund will accept proposals for the following activities, strategies and/or services:

- Workforce solutions, leading to employment, for individuals who are experiencing homelessness and/or housing instability and are not prioritized for housing
- Innovation around safe, affordable financial tools and products for low income individuals and families

Should you have any questions on the grant application, please contact ecimpact@vsuw.org.

FY 2019-2020 Grant Application Timeline

May 22, 2019 – Grant Applications Released on e-CImpact

- Staff Available to provide Technical Assistance

Grant Application Orientations

- **May 22, 2019, 2-4 p.m., Webinar**
 - Join Zoom Meeting: <https://zoom.us/j/127982896>
 - One tap mobile: +14086380968,,127982896#
 - Dial in: 1-408-638-0968
 - Meeting ID: 127 982 896
 - **May 30, 2019, 9-11 a.m., Webinar**
 - Join Zoom Meeting: <https://zoom.us/j/129904187>
 - One tap mobile: +16699006833,,129904187#
 - Dial in: 1-408-638-0968
 - Meeting ID: 129 904 187
- ❖ *Webinars will be recorded and put on e-CImpact in the Resource section*

June 18, 2019 – Grant Application Due, by 5 p.m.

July 2019 – Volunteer and Staff Review of Grant Applications

August 2019 – Funding Recommendations Determined

August/September 2019 – Funding Recommendations Approved by Volunteer Leadership

September 2019 – Award and Decline Letters sent to Agencies

October 2019 – Grant Awards Begin, First Quarterly Payments Paid Out

FY 2019-2020 Quarterly Reporting Timeline

- ❖ January 15, 2020 – Quarter 1 Report Due
- ❖ April 15, 2020 – Quarter 2 Report Due
- ❖ July 15, 2020 – Quarter 3 Report Due
- ❖ October 15, 2020 – Quarter 4 Report Due

FY 2019-2020 Quarterly Payment Timeline

- ❖ October 28, 2019
- ❖ January 28, 2020
- ❖ April 28, 2020
- ❖ July 28, 2020

VSUW FY2019-2020 Grant Pre-Screening Template

Agencies will begin the application process with a pre-screening at both the agency and program levels, to ensure agencies are eligible for funding and that programs align to VSUW strategic priorities.

Agency Level

Are you a nonprofit 501(c)3 or school? Y/N

- If yes, applicant moves forward
- If no, applicant does not move forward

Will this program be serving Maricopa County residents? Y/N

- If yes, applicant moves forward
- If no, applicant does not move forward

Agency EIN#

Program Level

Please select the funding stream to which your program aligns.

- Funding Streams: Financial Stability; Food and Housing; Education
- Select the strategy to which your program aligns.
 - Financial Stability
 - Workforce solutions, leading to employment, for individuals who are experiencing homelessness and/or housing instability and are not prioritized for housing
 - Innovation around safe, affordable financial tools and products for low income individuals and families
 - Food and Housing
 - Prevent families and individuals from entering homelessness
 - Support a housing crisis response system to quickly identify, and connect to housing, those experiencing homelessness
 - Support vulnerable families and individuals by providing emergency food and nutrition benefits
 - Education
 - Ensure children are school ready
 - Improve access to, and quality of, youth development programs
 - Improve youth readiness for post-secondary education and employment

Can your agency report out on these outcome measures? Y/N

- List prescribed measures based on strategy chosen (see addendum)
- Agency must choose at least one set of outcome measures

VSUW FY2019-2020 Grant Application Template

Agency Overview

1. Agency Name: (Pre-populated and Hard Coded)

Help Text Instructions: This cell is pre-populated and hard-coded and should be displaying the name of the agency.

2. President/CEO/Executive Director; Phone; Email: (Drop Down Box)

Help Text Instructions: List the agency's Chief Professional Officer, usually the Executive Director or CEO, along with his/her phone and email.

3. Primary Agency Contact; Phone; Email (Drop Down Box)

Help Text Instructions: List the agency's primary contact, along with his/her phone and email.

4. Agency Primary Address: (Drop Down Box)

Help Text Instructions: Identify the main business office location or P.O. Box address for the receipt of official correspondence.

5. Agency Description: (Text Box-750 Characters)

Help Text Instructions: Briefly describe the agency in a short statement. This description may be used in VSUW brochures, summary reports and general information provided to the public. This information may be distributed to donors, so please make this a clear, concise, understandable statement that describes the overall agency. This cell allows for population - limited to 750 character spaces.

6. Agency Mission Statement: (Text Box-500 Characters)

Help Text Instructions: Share the Agency Mission Statement. This is limited to 500 characters.

Program Overview

1. Program Name: (Hard Coded)

Help Text Instructions: This cell is pre-populated and hard-coded and should be displaying the name the agency uses to identify the program(s) within this application.

2. Alignment: (Hard Coded) Based on funding stream chosen

Help Text Instructions: This cell is pre-populated and hard-coded with the applicants chosen funding stream.

3. Strategy: (Hard Coded) Based on strategy chosen

Help Text Instructions: This cell is pre-populated and hard-coded with the applicants chosen strategy.

4. Amount Requested: (Text Box)

Help Text Instructions: List the amount of funding being requested from VSUW for FY2019-2020. This amount should be the same amount being listed in the Program Budget section, Line 1a. VSUW Funding Request.

5. Primary Program Location: (Drop Down Box)

Help Text Instructions: List the primary address where the program is offered, including the city and zip code.

6. Primary Program Contact Name, Phone, Email: (Drop Down Box)

Help Text Instructions: List the name, title and contact information for the primary contact for this program.

7. Program Description: (Text Box-1000 Characters)

Help Text Instructions: Briefly describe the program in a short statement. This description may be used in VSUW brochures, summary reports and general information provided to the public. This information is distributed to donors, so please make this a clear, concise, understandable statement that describes the overall program – not the agency. This section allows for population – limited to 1000 character spaces.

Narratives

1. Target Population

Help Text: Describe the target population(s) you are proposing to serve with these funds, including the age group, the demographics (i.e. gender, race, disability, etc.), and unique characteristics of the target population (i.e. needs, risk factors, barriers, etc.), and the geographic location the program targets. The information provided should give a snapshot of where services are being delivered in Maricopa County and to whom. This section allows for population – limited to 3000 character spaces.

2. Program Narrative/Strategies

Help Text: Provide a brief but substantive synopsis of the program and its activities. A general scope of program services and activities should be conveyed - things done to, for or with the target population intended to lead to the desired change. Response should highlight program's alignment to funding stream/strategy. Describe how your program design addresses the needs of the target population(s) served. This section allows for population – limited to 3000 character spaces.

3. Theory of Change/Program Design

Help Text: Make the case for why your program's approach will work. Explain why you have chosen the program strategies in working with the target population being served. Include third party statistics and cite resources to strengthen the rationale for services. Please use local statistics as often as possible. This section allows for population – limited to 3000 character spaces.

4. Program Inputs/Resources

Help Text: Provide a descriptive overview of the program inputs - resources, people, skills, knowledge and tools used to deliver services. This answer should correspond with the target population being served, the program narrative and the program budget. This section allows for population – limited to 2000 character spaces.

5. Outcomes Measures

Help Text: Describe the program's expected outcome measures. Explain how participation and achievement in your program is defined and measured. Provide information on how you determined the FY2019/2020 Goals listed in the Outcome Measurements section. If this is an existing program, what will you accomplish that is different than the current year? This section allows for population – limited to 2000 character spaces.

6. Budget Narrative

Help Text: Provide additional information that will assist in understanding the program budget and/or the requested amount of funding. Provide specific information as to how VSUW's funding will be utilized. This narrative will tie directly into the program inputs and activities. Provide a narrative explanation for any amounts listed on budget line items "In-kind" and "other" for both income and expense budgets. Explain the nature of any amount entered as Expense Budget, e.g. Salaries (FTEs covered), Specific Assistance to Individuals, etc. This section allows for population – limited to 2000 character spaces.

7. If this is an existing program, what was the total program expense for FY19?

8. What was the total agency budget, both Revenue and Expense, for FY19?

Outcome Measurements

Help Text: Agencies will fill in FY2019/2020 Goals. These are measures based upon the strategy chosen by the agency.

Output Measurement Table	FY 2019/2020 Goals
Output 1	
Output 2	
Output 3	
Output Etc.	

Help Text: Agencies will fill in FY2019/2020 Goals. These are measures based upon the strategy chosen by the agency. The indicator table includes both participation and achievement data. The % Achieving cells will auto-calculate when agency "Saves" the page.

Indicator Measurement Table		FY 2019/2020 Goals
Indicator 1	Total # Participating	
	Total # Achieving	
	Total % Achieving	Auto Calculate
Indicator 2	Total # Participating	
	Total # Achieving	
	Total % Achieving	Auto Calculate
Indicator Etc.		

Program Budget

Agency Instructions:

It is required that all agencies complete the program budget section. Provide the proposed Program Budget Revenue and Expenses for FY 2019/2020 (NOT the agency). List how VSUW funding will be expended. This form will auto-calculate when agency "Saves" the page.

Revenue

Revenue	Program Budget FY 2019/2020 Proposed	VSUW Portion of the FY19/20 Budget
1a. VSUW Funding Request		Auto Calculate
<u>*1b. VSUW Other Funding</u>		
2. Mesa United Way		
3. Other United Ways		
<u>*4. Gov. Funding - City</u>		
<u>*5. Gov. Funding - County</u>		
<u>*6. Gov. Funding - State</u>		
<u>*7. Gov. Funding - Federal</u>		
8. Contributions / Donations		
<u>*9. Special Events / Fundraising</u>		
10. Legacies / Bequests		
<u>*11. Foundation & Corporate Support</u>		
<u>*12. Program Service Fees & Reimbursements</u>		
13. Investment Income		
<u>*14. In-Kind Support</u>		
<u>*15. Other Income</u>		
Total	Auto-calculate Column revenue: lines 1a-15	Auto-calculate Column revenue: lines 1a-15

Expenses

Expense	Program Budget FY 2019/2020 Proposed	VSUW Portion of the FY19/20 Budget
16. Salaries		
17. Employee Benefits and Taxes		
18. Employee Education and Training		
19. Professional Fees and Contracts		
*20. Specific Assistance for Individuals		
21. Communications (phone, fax, modem, postage)		
22. Supplies/Equipment Rental and Maintenance		
23. Occupancy (rent, utilities, building & grounds)		
24. Advertising/Printing & Publications		
25. Travel / Meetings / Conferences		
26. Membership Dues/Support to Affiliate Org.		
27. Evaluation		
28. Non-Payroll Insurance		
29. In-Kind Expense		
<u>*30. Other Expenses</u>		
Total	Auto-calculate column expenses: lines 16-30	Auto-calculate column expenses: lines 16-30
31. Surplus / Deficit	Auto-calculate column: revenue total minus expense total	Auto-calculate column: revenue total minus expense total

Financial Measures

Total Annual Revenue and Expense

What was the total agency REVENUE for FY19?*

What was the total agency EXPENSE for FY19?*

Help Text: From your Statement of Activities

Days of Cash on Hand

Cash*

Short Term Investments*

Days of Cash on Hand: *Will auto-calculate when form is saved*

Does your Agency have 60 Days or more of cash on hand?* *Yes/No dropdown*

If NO: How does the agency cover monthly expenses without adequate cash on hand?* *Text box allowing up to 500 characters*

If NO: Please detail out any cost reimbursement or gift in kind expenses that may cause you to be less than 60 days?* *Text box-500 characters*

Help Text: From your statement of financial position

Operating Reserves

Operating Reserves (Unrestricted net assets)*

Monthly Expense*

Months Covered by Operating Reserves: *Will auto-calculate when form is saved*

Does your organization have 2 or more months of operating expenses reserved?* *Yes/No dropdown*

If NO: How will the agency cover three months of operating expenditures if reserves are exhausted?* *Text box-500 characters*

If NO: Please detail out any cost reimbursement or gift in kind expenses that may cause cash on hand to be less than 60 days?* *Text box-500 characters*

Help Text: From your statement of financial position

Change in Net Assets

Change in Net Assets Current Year*

Has there been a decrease in Net Assets?* *Yes/No dropdown*

If YES: Please explain the decrease in Net Assets.* *Text box-500 characters*

Help Text: From your Statement of Activities

Revenue Reliability

Change in Net Assets Prior Year*

Has there been less than two consecutive years of losses?* *Yes/No dropdown*

If NO: Please explain the consecutive decreases in Net Assets.* *Text box-500 characters*

If NO: What has been done to end the trend of Net Asset loss in future years? *Text box-500 characters*

Help Text: From your Statement of Activities

Program Efficiency

Program Expenses

Ratio: *Will auto-calculate when form is saved*

Is the Program Expense Ratio Over 85%? *Yes/No dropdown*

If NO: Please explain why the agency has such large administrative expenditures as compared to programmatic expenditures. *Text box-500 characters*

If NO: How will the agency ensure this grant money is spent no more than at an administrative rate of up to 25%? *Text box-500 characters*

Help Text: From your statement of activities or statement of functional expense

Viability Ratio

Total Net Assets*

Long Term Debt*

Ratio: *Will auto-calculate when form is saved*

Is the Viability Ratio over 1.25?* *Yes/No dropdown*

If NO: How will the agency cover debt should the agency need to settle its obligations as of the balance sheet date?* *Text box-500 characters*

If NO: How will the agency ensure that this grant will not be used to cover long term debt?* *Text box-500 characters*

Help Text: From your statement of financial position

Current Ratio

Current Assets*

Current Liabilities*

Ratio: *Will auto-calculate when form is saved*

Is the current asset to liability ratio over 1.0?* *Yes/No dropdown*

If NO: How does the agency plan to cover its short term liabilities?* *Text box-500 characters*

If NO: How will the agency ensure that this grant will not be used to cover other liabilities unrelated to the grant purpose?* *Text box-500 characters*

Help Text: From your statement of financial position

Debt to Asset Ratio

Total Liabilities*

Total Assets*

Ratio: *Will auto-calculate when form is saved*

Is your Debt to Asset Ratio Less than 50%* *Yes/No dropdown*

If NO: Please explain why the agency is highly leveraged by debt. How will the agency mitigate this exposure risk? * *Text box-500 characters*

Help Text: From your statement of financial position

Government Funding

Government Contribution: Part VIII 1e*

Ratio: *Will auto-calculate when form is saved*

Is Government Funding less than 50% of Total Revenue* *Yes/No dropdown*

If NO: Does your organization have a contingency plan if the identified government funding doesn't continue? * *Text box-500 characters*

Help Text: From your 990

Financial Notes

Additional Notes: *Text box-500 characters*

Funding Year 2019/2020 COMPLIANCE DOCUMENTATION REQUIREMENTS

- ❑ **Annual Agency Financial Statements:** Audited Financial Statements for calendar year 2018 or fiscal year 2017/18 must be submitted for agencies with **annual revenue of \$250,000 or more**. **Audit must be signed by the auditing agent or the auditing firm.**

Agencies with **annual revenue less than \$250,000:** Submit a calendar or fiscal year annual review of financial statements for calendar year 2018 or the fiscal year 2017/18. Annual Review must list the names and titles of those that completed the review.

- ❑ **Management Letter/Auditor Recommendations:** Form SAS 115 or a letter from your auditor stating that no management letter was issued for calendar 2018 or fiscal year 2017/2018.
- ❑ **Formal Management Response Letter** Only need to upload if a Management Letter was issued. This will be the response letter from your management/board back to the auditor.
- ❑ **IRS Form 990 including Schedule A, Schedule B (if required), and all supplemental statements:** For calendar year 2018 or fiscal year 2017/18. *IRS Form 990 must be signed and dated by the preparer and the chief professional officer or the agency's board chair.*

Addendum

Funded agencies/programs will need to align to VSUW strategic priorities and will need to report out on prescribed outcome measures, based on the chosen strategy for the program.

Financial Stability

- Workforce solutions, leading to employment, for individuals who are experiencing homelessness and/or housing instability and are not prioritized for housing

Data requirement: Workforce Development
of unduplicated individuals served
of individuals/families who increase income
#/% of individuals who complete a job training program
#/% of individuals who complete certification/licensing requirements for employment
#/% of individuals who obtained employment
#/% of individuals who earn a post-secondary degree

- Innovation around safe, affordable financial tools and products for low income individuals and families

Data requirement: Financial Tools/Products
of unduplicated individuals served
of individuals/families who increase income
of individuals/families who decrease debt
of individuals/families who increase savings
#/% of individuals/families who achieve at least on key outcome measure

Food and Housing

- Prevent families and individuals from entering homelessness

Data requirement: Prevention
of unduplicated individuals served
of rental assists
of units of transportation assistance
of utility assists
\$ amount of transportation assistance
\$ amount mortgage/foreclosure prevention assistance
\$ amount rental assistance
\$ amount utility assistance
of mortgage/foreclosure prevention assists
of individuals/families who increase income

- Support a housing crisis response system to quickly identify, and connect to housing, those experiencing homelessness

Data requirement: Emergency Shelter/Transitional Housing
of unduplicated individuals served
of Bed nights
Average Length of stay
of unduplicated individuals case managed
of Unknown exits
of Positive Exits
of Negative Exits
of case managed unknown exits
of case managed positive exits
of case managed negative exits
#/% of individuals who complete a job training program
#/% of individuals who complete certification/licensing requirements for employment
#/% of individuals who obtained employment
#/% of individuals who earn a post-secondary degree
of individuals/families who increase income

- Support vulnerable families and individuals by providing emergency food and nutrition benefits

Data requirement: Increase Access to Nutrition Benefits
of unduplicated individuals screened for eligibility for nutrition programs (WIC and/or SNAP)
of unduplicated individuals enrolled into nutrition programs (WIC and/or SNAP)
of individuals enrolled into WIC
of individuals enrolled into SNAP

OR

Data requirement: Increase Access to Unprepared Meals
of unduplicated individuals receiving emergency food
of meals supplied to individuals

OR

Data requirement: Increase Access to Prepared Meals
of congregate meals
of home delivered meals
of other meals served (not including congregate and/or home delivered)

Education

- Ensure all children are school ready
For children, agencies choose all groupings of measures that make sense for their program, i.e. agencies can choose more than one grouping of measures.

Data Requirement: Quality Improvement and Professional Development
of unduplicated children who participated in this program
of unduplicated children assessed on developmental milestones (using a validated tool)
of multi-domain developmental screenings provided
of staff participating in professional development activities
of staff completing professional development activities
#/% of children who meet all developmental standards or current IEP/IFSP goals
#/% of children who are approaching all developmental standards (on monitor status) or current IEP/IFSP goals
#/% of children who are failing two more developmental standards or current IEP/IFSP goals
#/% of children that were not screened or assessed

OR

Data Requirement: Professional Development Only
of participants participating in professional development activities
#/% of participants completing professional development activities
of participants attending college credit courses in the area of child development
#/% of participants with a Child Development Association credential (CDA)

OR

Data Requirement: Developmental Screenings
of multi-domain developmental screenings provided
of participants attending educational sessions/workshops
of children referred for additional services
of books distributed
of participants completing professional development activities
#/% of children who meet all developmental standards or current IEP/IFSP goals
#/% of children who are approaching all developmental standards (on monitor status) or current IEP/IFSP goals
#/% of children who are failing two more developmental standards or current IEP/IFSP goals

OR

Data Requirement: Parent -Caregiver Education/Training
of unduplicated participants served
of children impacted
of books distributed
#/% of participants completing workshops/meetings/seminars/education sessions
#/% of participants who implement/demonstrate an increase in knowledge and skills

OR

Data Requirement: Literacy Tutoring/Mentoring
of youth being tutored

of youth volunteer hours
of tutors
of mentoring hours
of hours of tutoring delivered
#/% of youth demonstrating a positive change in behavior/action specifically targeted by program
#/% of youth showing an increase in literacy skills

- Improve access to, and quality of, youth development programs
For youth, agencies choose all groupings of measures that make sense for their program, i.e. agencies can choose more than one grouping of measures.

Data Requirement: Positive Youth Development – REQUIRED MEASURES
of unduplicated participants served
of individuals referred to support services
of youth newly registered this quarter
of youth who exited this quarter
of youth who participated consistently
#/% of youth demonstrating an increase in skills/knowledge in this program using an approved assessment tool
#/% of youth demonstrating a positive change in behavior/action in this program by using an approved assessment tool
#/% of youth demonstrating an increase in protective factors in this program using an approved assessment tool
#/% of youth developing positive adult relationships based on an approved assessment tool

AND/OR

Data Requirement: Mentoring Programs (M)
of youth that were provided intentional group mentoring with a maximum of 1:4 adult/youth ratio
of mentoring hours
of youth that were provided intentional 1:1 mentoring

AND/OR

Data Requirement: Arts & Recreational Programs (AR)
of unduplicated youth participating in one or more art or recreational activities

AND/OR

Data Requirement: Civic Engagement (CE)
of unduplicated youth who volunteer
of youth volunteer hours

AND/OR

Data Requirement: Life Skills (LS)
of life skills trainings/workshops provided
of unduplicated youth that participated in life skills trainings/workshops
#/% of youth demonstrating improved life management skills using an approved assessment tool

- Improve youth readiness for post-secondary education and employment

Data Requirement: Youth Academic Success – REQUIRED MEASURES
of unduplicated participants served

of youth newly registered this quarter
of youth who exited this quarter
of youth who participated consistently
of hours of academic assistance provided
#/% of youth with improved school attendance as reflected on report card
#/% of youth with decreased behavioral incidents
#/% of youth that maintain their grade point average at 2.5 or better
#/% of youth demonstrating an increase in skills/knowledge in this program using an approved assesment tool
#/% of youth demonstrating a positive change in behavior/action in this program by using an approved assesment tool
#/% of youth demonstrating an increase in protective factors in this program using an approved assesment tool
#/% of youth developing positive adult relationships based on an approved assesment tool
AND/OR
Data Requirement: Grade Level Reading
of youth with improved reading skills
of youth reading at grade level
of youth that improve attitude towards reading
AND/OR
Data Requirement: Middle School Transistion (MS)
of middle school to high school readiness workshops offered
of unduplicated youth that participated in middle school to high school readiness workshops
#/% of students who transition from 8th to 9th grade and stay enrolled in school through September
#/% of youth completing 9th grade credit requirements (on track)
AND/OR
Data Requirement: High School (HS)
#/% of youth completing 9th grade credit requirements (on track)
#/% of youth that graduate from high school
AND/OR
Data Requirement: Post-Secondary/Career (PSC)
of youth served through post-secondary workshops
of youth who complete their FASFA application
of post-secondary workshops provided
of youth obtain employment
#/% of youth enrolled in post-secondary education
#/% of youth placed in job internship or experiential learning or subsidized employment
#/% of youth maintaining job at 6 months/1 year

Guide to the Evaluation Criteria Form 2019-2020 Process

Directions:

The 2019/2020 Agency Applications will be evaluated and scored based on the following criteria: program design, performance and budget. To ensure consistent evaluation methodology, all programs start with all points available for each category; points are taken away for missing and/or unclear information, or if the given information indicates the criteria is not being met. After scoring each category, please include your comments on why the application evaluated was given that score.

Program Narratives: 40 Points Available

The program narratives strongly align to the selected VSUW Funding Stream/Strategy. The information in this section is clear, concise and focused on the overall program—not the agency. The program’s target population, inputs/resources, activities/strategies, outcomes, and budget narrative provide a comprehensive and clear overview of the program goal and activities, and paint a picture of a strong program design that would lead to client success.

Program Narratives Instructions:

The program narratives will be found in the application in the Narrative section.

Evaluator Comments: 1000 characters

Explain how score was determined. Share why points were subtracted.

Outcome Measurements: 40 Points Available

Performance goals strongly align to the program narratives and clearly detail measurements used to measure the successful achievement of the program.

Outcome Measurements Instructions:

The outcome measurements will be found in the application in the Outcome Measurements section.

Evaluator Comments: 1000 characters

Explain how score was determined. Share why points were subtracted.

Program Budget Scoring Criteria: 20 Points Available

The budget demonstrates capacity to deliver the program. Resources are aligned to achieve program delivery and program outcomes. The program request is reasonable based on the size and scope. The budget narrative clearly explains how VSUW funding will be utilized.

Program Budget Instructions:

The program budget information will be found in the application in the Program Budget and the Narrative section. The budget should align with the program framework submitted.

Evaluator Comments: 1000 characters

Explain how score was determined. Share why points were subtracted.

Program Evaluation Form: Program ID: _____

Reviewer Name: _____

Evaluation Criteria	Prompts	SCORE	Notes
<p><u>Program Narratives (Program Design):</u></p> <ul style="list-style-type: none"> • The program narratives aligned to the selected VSUW Funding Stream/Strategy • The narratives provide a comprehensive and clear overview of the program goal and activities, and paint a picture of a strong program design that would lead to client success 	<ul style="list-style-type: none"> ➤ Clear understanding of population served; <i>For Education, priority will be placed on those serving children/families 75% or higher free/reduced lunch or 200% above the poverty line</i> ➤ Clear understanding of the resources needed and activities for a success program ➤ Clear understanding of why this program is important ➤ Clear programmatic results that tie to the resources and activities 	<p>40 Points Total</p>	
<p><u>Outcome Measurements (Program Performance):</u></p> <ul style="list-style-type: none"> • The measurements strongly align to Program Narrative • The program has well-articulated results achieved through funding 	<ul style="list-style-type: none"> ➤ Meaningful client-focused outcomes ➤ % achieving goals (with consideration of any noted environmental conditions) ➤ Explanation of participation ratios and assessment of number- is it meeting standard, why not 100%, etc. 	<p>40 Points Total</p>	
<p><u>Program Budget:</u></p> <ul style="list-style-type: none"> • The budget demonstrates capacity to deliver the program. • Resources are aligned to achieve stated program results. • The program request is reasonable based on the size, scope and scale of the program. 	<ul style="list-style-type: none"> ➤ Diversified funding ➤ Weight of spending is on items that impact clients ➤ Request is reasonable and expenses are fully and clearly explained ➤ It is clearly explained how VSUW funding will be utilized 	<p>20 Points Total</p>	
Total Program Evaluation Score:		100	