

Application form for Level 2

Exhibit 2

Question 1. Does your organization have at least 150 individuals? YES NO

Question 1a. If yes, describe your target population in a digital database.

(Give specific numbers of people per family, ages, ethnicities, languages spoken, country of origin, where they generally live in Utah, what is their occupation e.g. student, and how long they have been in country.

Question 2. State your organization's main reasons for applying for this grant. (Maximum 150 words):

Question 3. Does your organization have a current Certificate of Incorporation issued by the Utah Division of Corporations? (**scan and attach a copy**) YES NO

Question 4. Does your organization have a current Charitable Permit issued by the Utah Division of Consumer Protection? (**scan and attach a copy**) YES NO

Question 5. Does your organization have by-laws? (**scan and attach a copy**) YES NO

Question 6. Is your organization willing to adapt their by-laws as advised by a Department's consultant? YES NO

Question 7. Does your organization have 5 people (**including a minimum of 2 women**) who are willing to serve as Officers and to be signatories to this application? YES NO

Question 7a. If no, please explain plans to secure participation of 5 people (**including a minimum of 2 women**) (maximum 150 words).

Question 8. Are your Board members willing to attend the following trainings:

- 1) Legal Documents & Purpose of Board, 2) Running a Board & Role of Directors/Officers,
- 3) Financial Literacy, 4) Social Service Facilitator Work, 5) Running Successful Workshops,
- 6) Community Awareness, 7) Computer Literacy, 8) Court Translator Training

YES NO

Question 8a. If no, please explain (maximum 150 words)

By agreeing to participate, your organization will be required to follow strict guidelines on the use of State monies. You will be required to hold 18 workshops: 10 Strengthening Families, Domestic Violence and 6 Driver Education. Your Officers will be required to work on specific projects in return for compensation. You will be required to support cultural/sporting activities. Lastly, you will be required to maintain essential records, to accept technical assistance and to submit to State oversight monitoring.

Question 9. Are the foregoing requirements acceptable to your Board? YES NO

Question 9a. If no, please explain (maximum 150 words)

Application form for Level 2
Exhibit 2.a.

Board Members willing to serve as Officers

Name:

Sex:

Address:

E-mail address:

Phone number:

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Exhibit 3

<u>Required Project Budget</u>	<u>Maximum</u>	<u>Community Requested Amount</u>
1. Honorarium for Officers (5) Paid for implementing grant and work as SSFs. Justification: \$120 per month per officer for 5 officers over 12 months	\$7200	\$ _____
2. Mileage (maximum of 3200 miles) Mileage <u>must</u> be used to transport community youth to the Transitions for Refugee Youth program, it may also be used to bring community members to workshops, or clients to appointments.	\$1500	\$ _____
3. Educational Workshops (12 workshops at \$250 / workshop) Monies may be used for refreshments, incentives, <i>etc.</i> , except: Honorarium SFP-DVD Instructors \$20 per class for 2 staff over 10 weeks or total \$400 Honorarium for Driver Education Workshop \$100 per class for 1 staff over 6 weeks or total \$600.	\$3400	\$ _____
4. Community Activities Allowable expenses: Sports equipment, gear, uniforms, fees, water, refreshments Cultural: music, dancing, arts, training or equipment	\$1000	\$ _____
5. Office Supplies	\$200	\$ _____
6. Office Equipment – one time purchases (should last 4 years) Camera, projector, SD card, flash drive, projector screen (The budget item may be allocable to other budget sections upon the Department receiving proof of RCBO owning the required equipment and at the discretion of the Department. This will be handled post award.)	\$425	\$ _____
7. Permits & Licenses Justification: charitable permit annual fee (\$100), business registration annual fee (\$15), fees associated with becoming Court Registered 2 Interpreter (\$40 per person, 2 people \$80)	\$195	\$ _____
TOTAL	\$13,920	\$ _____

Budget Justification

1. Honorarium (no more than 150 words)

2. Mileage (no more than 150 words)

3. Education Workshops (no more than 150 words)

4. Community Activities (no more than 150 words)

5. Office Supplies (no more than 150 words)

6. Office Equipment (no more than 150 words)

7. Permits & Licenses (no more than 150 words)

Question 10. Is your organization willing to accept the above budgetary restrictions and requirements?

YES NO

Question 10a. If no, please explain (maximum 150 words)

RFG
 Refugee Capacity Building Organizations
Application form for Level 2
Exhibit 4

DWS Capacity-Building Grant 2014: Work Plan

Fill in Name of Community Organization

Project Objectives: *These are specific outcomes of what your program will be doing to develop individual and organizational capacity. Please refer to Attachment C of this RFG document for help in completing your Work Plan. See examples*

Activity 1: Facilitate Social Service for families in need
E.g. Reach out to community members in need by providing case management.
 (1)
 (2)
 (3)
 (4)

Activity 2: Organization Development
E.g. Develop a well-trained Board and more effective community volunteers.
 (5)
 (6)
 (7)
 (8)

Activity 3: Communication Education
E.g. Provide a minimum of 15 workshops to the community.
 (9)
 (10)
 (11)
 (12)
 (13)
 (14)

Performance Outcomes	Process	Evaluation
Purpose 1: Social Services Facilitation		
1.	1a.	1a.

2.	2a.	2a.
3.	3a.	3a.
4.	4a.	4a.
Purpose 2: Organizational & Board Development		
5.	5a.	5a.
6.	6a.	6a.
7.	7a.	7a.
8.	8a.	8a.
Purpose 3: Community Education		
9.	9a.	9a.
10.	10a.	10a.
11.	11a.	11a.

12.	12a.	12a.
13.	13a.	13a.
14.	14a.	14a.