

**Grant Application**

**Organization:** \_\_\_\_\_

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

1 a. **If yes**, describe your target population (Give specific numbers of people, ethnicities, languages spoken, country of origin, where they generally live in Utah, and how you have already been successfully working with this target population or community). (maximum 1,000 characters):

2. **State your organization’s main reasons for applying for this grant.** (maximum 1,000 characters):

3. **Does your organization have a current Certificate of Incorporation issued by the Utah Division of Corporations?** (if yes, scan and attach a copy) **YES or NO**
4. **Does your organization have a current Charitable Organization Permit issued by the Utah Division of Consumer Protection?** (if yes, scan and attach a copy) **YES or NO**
5. **Does your organization have by-laws?** (if yes, scan and attach a copy) **YES or NO**
6. **Is your organization willing to adapt their by-laws as advised by an RSO consultant?** **YES or NO**
7. **Does your organization have 5 Board members (including a minimum of 2 women) who are willing to be signatories to this application?** (List them on grant application) **YES or NO**

7 a. **If no**, please explain plans to secure participation of 5 people (including a minimum of 2 women) (maximum 1,000 characters).

8. **Are your Board members willing to attend the following trainings:** **YES or NO**

Program Development  
 Legal Documents & Purpose of Board  
 Running a Board & Role of Directors/Officers  
 Financial & Computer Literacy  
 Running Successful Workshops

8 a. **If no, please explain** (maximum 1,000 characters).

9. **Are the following requirements acceptable to your Board?**

**YES or NO**

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 twelve workshops (4 for youth, 4 for women, and 4 for the general community), which can include community assemblies. You will be required to purchase office equipment and supplies. You will be required to support youth, women, and cultural/sporting activities. Lastly, you will be required to maintain essential records, to accept technical assistance and to submit to State oversight monitoring.

9 a. **If no, please explain** (maximum 1,000 characters).

10. **Is your organization willing to accept the budgetary restrictions and requirements?** (see Attachment D - Budget)

**YES or NO**

10 a. **If no, please explain** (maximum 1,000 characters).

**11. Please list board members who are willing to serve as officers**

<b>Board Members Willing to Serve as Officers</b>				
<b>Name</b>	<b>Male or Female</b>	<b>Address</b>	<b>Phone Number</b>	<b>Email Address</b>
1.				
2.				
3.				
4.				
5.				

**12. Does your organization agree to follow the Work Plan below?**

**YES or NO**

Department of Workforce Services – RCBO Level 1 – FY2016

**Work Plan**

**Organization:** \_\_\_\_\_

**Definitions:**

Project Objectives: These are specific outcomes of what your program will be doing to develop individual and organizational capacity.

Performance Deliverables: Specific steps that will lead to reaching the project objective. Must be measurable and have a timeline.

Process: Activities planned to achieve this objective.

Evaluation: Pieces of information gathered to determine effectiveness of the project.

<b>Objective 1: Organizational &amp; Board Development</b>		
<b>Performance Deliverable</b>	<b>Process</b>	<b>Evaluation</b>
<b>Objective 1: Develop a well-trained Board and effective community volunteers.</b>		
New Officers will attend RSO Board trainings.	Enroll all new Officers in the DWS/SLCC Refugee Nonprofit Management training course.	
At least one community member must be trained as a Victim Advocate.		
<b>Objective 2: Develop functional by-laws and have the Board operate according to the by-laws.</b>		
Reference by-laws at board meetings as needed.	Board members to read by-laws in order to understand governance processes.	RSO staff will attend Board meetings.
Hold elections in accordance with by-laws.	Election results should be recorded and be available to the community upon request.	RSO will observe and facilitate elections.
<b>Objective 3: Provide a minimum of 4 educational workshops, which can include community assemblies.</b>		
Hold 4 educational workshops/community assemblies, one of which must be on domestic violence/sexual assault.	Survey community to determine which of the available workshops meet community needs.	RSO staff will attend at least 2 workshops.
	Make effective announcements about the workshop in advance of date.	
	Provide transportation and refreshments for participants.	
<b>Objective 4: Learn best practices in holding workshops.</b>		
Officers and Board Members will attend RSO Officer trainings.	Train all Officers on workshop best practices by having them attend the DWS/SLCC Refugee Nonprofit Management training.	RSO staff will attend at least 2 workshops.
	Use the best practices learned in trainings when holding workshops.	RSO weekly or bi-weekly meetings.

<b>Objectives 2 &amp; 3: Establish Youth and Women's Committees and Programming</b>		
<b>Performance Deliverable</b>	<b>Process</b>	<b>Evaluation</b>
<b>Objective 1:</b> Elect community members to Youth and Women's committees via processes outlined in organizational by-laws.		
Call for a community meeting.	Set a time, date and place for the community membership to meet and talk about Youth and Women's Committee elections.	
Hold elections for Youth and Women's committees to be selected from the community.	Follow electoral and formation processes as outlined in the organization's by-laws to select members from the community to sit on Youth and Women's committees.	RSO attendance at elections.
2-3 committee members must attend the RSO program development training.		
<b>Objective 2:</b> Create program proposals and budgets to meet the needs of women and youth in the community.		
Assess the needs of women and youth in the community	Conduct a needs assessment for women and youth to determine what kinds of programs are needed or desired.	Submit needs assessment to RSO staff for evaluation.
Draft program proposal and budget for board approval.	Using information gathered from the needs assessments, identify committee goals and a plan to achieve them through community programming. Draft a budget to outline program spending, including a 10% contingency, and evaluation mechanisms.	Submit program proposal and budget to board for review and approval.
<b>Objective 3:</b> Implement programs and follow evaluation criteria.		
Appoint program managers from committee members.	After program proposals have received board approval, hold discussion and appoint a program manager at the next regularly-held committee meeting.	
Evaluate program according to mechanisms laid out in the project proposal.	Once programs have begun, evaluate progress according to the evaluation plan in the program proposal.	Submit bi-annual program evaluations to the board and RSO staff.
<b>Objective 4:</b> Provide a minimum of 8 educational workshops: 4 for youth and 4 for women.		
Hold 8 educational workshops/community assemblies.	Survey community for workshop selection.	RSO staff will attend 2 workshops.
	Make effective announcements about the workshop in advance of date.	
	Provide transportation and refreshments for participants.	
<b>Objective 5:</b> Prepare final program reports, including evaluation suggestions in next program proposal.		
Prepare a final program report for submission to committees and the board.	Compile all evaluation data and program outcomes in to a final report. Include relevant suggestions in the next program proposal.	Submit final program report to the board and RSO staff for review.