



United Way of  
Southwest Virginia

As a part of the narrative, each organization will be required to provide a history of the applicant organization, a description of the proposed project, the location(s) where the project will take place, the numbers to be served by the proposed project, partner organizations, and their role in implementing the project.

Using no more than the allocated typed page(s) (12 point font, 1.5 spaced lines), please answer the following questions about your proposed project. The scoring value of each section is listed in parentheses below. Please structure your proposal to provide more explanation in sections with higher point values.

#### Organizational Info (1 page maximum)

- *History* - Describe your organization, including its history, mission and the key services it provides. (10 points)

#### Project Narrative (2 page maximum)

- *Need* - Describe the need for the project in your community/region and provide sources of data to document the need. (20 points)
- *Project Description* - Describe the proposed project, including: (30 points)
  - How does the project meet the need described above?
  - What project activities to be completed in the five localities (Be specific)?
  - *Which Impact Area does the project address and what outcomes will be accomplished by the project?*



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## Current Organizational Operating Budget

Applicants are required to provide a copy of the applicant organization's current operating budget.

Grantees must maintain appropriate reports, records, and documentation that verify that the agreed upon expenses follow the terms of the grant contract.

## Project Budget

Using the provided budget template, provide a narrative description of each category of the Itemized Budget submitted with this application. Justify each budget item in the categories below. Explain how each line item enables the program to achieve stated outcomes. (20 points)

- Personnel Expenses
  - salaries of employees and volunteer expenses working directly on the project.
  - benefit cost of employees working directly on the project
- Travel and meetings
  - Travel associated with implementation of the project and hosting project meetings; may include rent for meeting space; food - approved; accommodations; mileage
- Technology
  - Technology includes costs related to software, data, information technology, and website
- Supplies and Direct Administrative Cost
  - Funding used to purchase materials, supplies, printing, and office equipment, and other direct costs associated with implementing the work
- Outreach
  - Communication and public awareness; may include publications, newsletters, outreach documents related to the project.
- Indirect Cost
  - The 8% indirect on administrative costs is only to be used to cover general expenses for the organization that are not easily directly related to this grant, such as rent, utilities, etc.
- Other Program Operating Costs

## Evaluation

All applications submitted by the set deadline will be reviewed for completeness and eligibility. Those applications that are deemed complete and eligible will be considered via the following factors:

Criteria	Evaluation	Scoring
History	Describe your organization, including its history, mission and the key services it provides	0 to 10 points
<i>Need</i>	Describe the need for the project in your community/region and provide sources of data to document the need.	0 to 25 points
Project Description	Describe the proposed project, including: <ol style="list-style-type: none"> <li>a. how the project meets the need described above,</li> <li>b. key project activities to be completed.</li> </ol>	0 to 30 points
Impact Area	Identified Impact Area: Health, Education, Financial Stability	0 to 10 points
Project Budget	Budget justification and description of expenses	0 to 25 points

Max Total Points		100 Points
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