

VERB CONTINUATION APPLICATION GUIDELINES

All VERB grassroots partners funded in fiscal year 2003 must submit a continuation application to SEARAC in order for ***SEARAC and the VERB national partners to determine which grassroots partner organizations will receive funding in the next fiscal year.*** Your application will also help SEARAC and its national partners understand the kinds of activities that your organization will pursue to serve the community as part of the VERB project. In addition, if your organization is funded for next fiscal year, your application will help us develop training and technical assistance (T&TA) activities that will be of most benefit to your organization (e.g. management systems, fiscal reporting, capacity to provide effective programs, etc.).

You may submit your application in English, Hmong, Khmer, Lao, or Vietnamese.

Please carefully read the following instructions and the instructions on each page of the application materials. If you have any questions, please contact SEARAC as soon as possible.

1. Please complete the enclosed VERB continuation application cover sheet.
2. Please answer questions #1 and #2. You may use bullet points.
3. Please complete the enclosed Training and Technical Assistance (T&TA) checklist. This checklist will help SEARAC and the national VERB partners to understand the specific needs of your organization and the most effective ways that we can work with you.
4. Please use the enclosed workplan chart to explain what your organization's specific plans are for the second year of the VERB project. Your completed workplan should be a specific description of the activities your organization plans to pursue in order to achieve the goals set for the next year of the project. It is very important that you pay close attention to the anticipated outcomes of each planned activity for next year. If your organization receives continued VERB funding, SEARAC staff will work with you to revise this plan as necessary.
5. Please use the enclosed budget chart to provide a proposed budget for the next year of the VERB project. This budget should be based on an award of \$15,000. If your organization receives continued VERB funding, SEARAC staff will work with you to revise this budget if necessary.

Please return completed applications via mail, e-mail, or fax by **September 15, 2003** to:

Naomi Steinberg
VERB Project Manager for Administration
SEARAC
1628 16th Street, NW
Washington, DC 20009
Fax: 202-667-6449
naomi@searac.org

The VERB Steering Committee will review all of the continuation applications and will make the final funding decisions.
Decision announcements will be made no later than October 3, 2003.

If you have questions, please contact Naomi Steinberg or Sophy Pich, VERB Project Associate (sophy@searac.org) at:
202-667-4690 or 1-800-600-9188.

VERB CONTINUATION APPLICATION COVER SHEET

Name of organization: _____

Contact Information: Name: _____

Mailing address: _____

Phone number: _____

Fax number: _____

E-mail address: _____

Are each of these included in your completed application?

- Organization's VERB accomplishments during fiscal year 2003 (one-half page)
- Organization's VERB goals for fiscal year 2004 (one-half page)
- T&TA checklist
- Workplan for fiscal year 2004
- Budget for fiscal year 2004
- If your organization has not already submitted its current 501 (c)(3) documents or its fiscal agency commitment letter, including the fiscal agent's 501 (c)(3) documents, please include these documents with your application.
- If your organization plans to use the same fiscal agent for the second year of VERB that it used during the first year of the project, please provide a letter from the fiscal agent that shows the fiscal agent's agreement to continue the relationship. If your organization plans to use a new fiscal agent, please provide a letter of agreement from the new fiscal agent.

Question #1:

Using no more than one-half page (you may use bullet points), please describe your organization's accomplishments during the first fiscal year of the VERB project. The following are examples of the type of information we need:

- What did you do to improve the strength of your organization (e.g. management systems, board development, fiscal reporting)?
 - What program(s) did you establish or improve? How did these programs help your community?
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Question #2:

Using no more than one-half page (you may use bullet points), please describe your organization's goals for the second year of the VERB project. The following are examples of the type of information we need:

- Activities started during this fiscal year that you would like to continue
 - Management and capacity issues that you intend to begin, or will continue to work on, that will strengthen your organization
 - Ways to improve existing programs
 - New programs that your organization would like to start
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TRAINING AND TECHNICAL ASSISTANCE (T&TA) CHECKLIST

Please put a check next to the issues/activities that are the most important for your organization to work on in order to enhance its organizational capacity and/or long-term sustainability.

501 (c)(3) status

Accounting systems

Articles of Incorporation

Board of Directors (i.e. recruiting Board members, understanding roles of Board of Directors)

Building and maintaining relationships with funders

Bylaws

Community needs assessment

Documenting services/activities outcomes

Fiscal policies

Fiscal sponsor agreement

Fundraising strategies

Mission statement

Organizational assessment

Personnel policies/Job descriptions

Program planning/management

Project/Organizational budget(s)

Public relations

Researching funders

Record keeping

Reports (narrative and financial) for Board of Directors or funders

Strategic plan

Tax forms

Workplans

Writing proposals

Other (please describe)

DRAFT VERB WORKPLAN FOR FISCAL YEAR 2004

Please use this format for your organization’s draft workplan for fiscal year 2004. Please use as much space as is necessary.

If your organization receives continued VERB funding, SEARAC staff will work with you to revise the plan if it is necessary.

Year Two Grant Period: October 1, 2003 to September 30, 2004

ACTIVITIES	GOALS/PROPOSED OUTCOMES	TIMELINE
Example: Conduct 3 citizenship classes for elders	Example: Over 100 elders will have completed naturalization class and 50% will become naturalized citizens	Example: Class #1: Oct.-Dec. Class #2: Nov.-Jan. Class #3: Jan.-Feb.
Example (organizational development): Improve organization’s accounting system	Example: Hire a consultant to help organize organization’s accounting record keeping system. Begin to use computerized accounting system.	Example: December, 2003

DRAFT VERB WORKPLAN FOR FISCAL YEAR 2004-continued

ACTIVITIES	GOALS/PROPOSED OUTCOMES	TIMELINE

PROPOSED VERB BUDGET FOR FISCAL YEAR 2004

Please provide a proposed budget for the use of funds during this grant period (October 1, 2003 to September 30, 2004). **Please remember that at least half of the grant funds must be spent on activities, products or services that will strengthen your organization.**

If your organization receives continued VERB funding, SEARAC staff will work with you to revise this budget if it is necessary.

<i>Items Needing Funding</i>	<i>Funding Required</i>	<i>How Cost Was Determined</i>
Personnel (e.g., staff salaries)	Example: \$8,580	Example: Project director @ \$16.50/hour @ 10 hours/week @ 52 weeks
Fringe Benefits (e.g., cost of staff benefits, usually calculated as a percentage of staff salaries)		
Travel (e.g., mileage at \$0.325 per mile)		
Equipment (e.g., computers)		
Supplies (e.g., paper and pens)		
Contractual (e.g., consultants)		
Other (e.g., rent, fees to attend classes, etc.)		
Total Direct Charges (subtotal of above)		
Indirect Charges (sometimes called "administrative overhead," usually calculated as a percentage of "total direct charges" to cover administration and certain other project costs not separately listed in budgets; if more than 20%, provide explanation)		
<i>Total</i>	<i>\$15,000</i>	<i>Not applicable</i>