

Welcome to the Allegany Franciscan Ministries 2018 Major Grant General Operating Support Application & Evaluation Webinar

We will begin PROMPTLY at 1 p.m.

~~ Please MUTE your phone ~~

Please do not use a headset as they cause feedback that is disruptive to others on the call.



Allegany
Franciscan
Ministries

January 2018

A copy of this presentation can be found at:
<http://afmfl.org/index.php/grants/current-funding-opportunities/major-grants/>;

the webinar will be also be recorded and posted.



Agenda

- Welcome and Reflection
- The Application
- Evaluation – our philosophy
- Success Measures
 - Definitions
 - Examples
 - Resources
- Q & A

Presenters

Daniel Gibson, *Regional Vice President – Miami-Dade Region*

Upendo Shabazz, *Regional Vice President – Palm Beach Region*

Cheri Wright-Jones, *Regional Vice President – Tampa Bay Region*

Shelley Robertson, EdD, *Evaluation Consultant*

Reflection

Creator and Source of All Being,

We give you thanks for the beauty of this day, for the gift of this world, and for the gift of each other.

We thank you for the ways in which you are present to us in our service of the sick and the suffering, the poor, and the outcast.

As we gather today, we ask you to be with us.

Open our eyes — that we may see what you wish us to see.

Open our ears — that we may hear what you want us to hear.

And, open our hearts — that we may feel as you feel toward those in greatest need of our services.



Our goals for this webinar

To help you and your team...

- Prepare and submit a successful Major Grant Application.
- Understand Allegany Franciscan Ministries' mission and the Major Grant focus.
- Understand our evaluation philosophy, process and expectations.
- Understand how to develop outcomes and indicators for a general operating support grant, and how to measure general operating support outcomes.

Major Grant Timeline

	Timeline	Notes
LOI Due	November 16, 2017	Online application must be submitted by 12 pm (noon).
Notification of our decision; decline or invite to submit full application	Week of January 1, 2018	E-mail notification, followed by a letter.
Major Grant Full Application Technical Assistance Webinar	January 8, 2018, 3 pm – Programmatic January 12, 2018, 1 pm – General Operating	For those selected to submit a full application.
Deadline to submit full application	February 22, 2018	Online application must be submitted by 12 pm (noon).
Site Visits & Meetings	April & May 2018	We will let you know if we would like a meeting or site visit
Decisions Announced	By June 29, 2018	Allegany will work with partners, after final decisions, on budgets and outcomes.
Grant Period Begins	July or August 2018	

2018 Allegany Franciscan Ministries Major Grant Focus



General Operating Support funds the organization's overall mission and goals rather than specific projects or programs. These core support funds should help strengthen the organization or further its charitable purposes, aligning with Allegany Franciscan Ministries 2018 Focus.

Proposal should demonstrate how the organization:

- Addresses documented unmet needs in community;
- Effectively utilizes community and neighborhood assets and resources;
- Involves those served;
- Produces measurable results;
- Promotes the dignity of the person.

Tips for Completing the Online Application

- Complete your responses in Word® and then paste into the appropriate field.
- Pay attention to character limits. Application will not save if you are over the character count.
- Limit use of acronyms and avoid jargon.
- Save your work frequently.
- When uploading documents, click “save as draft” to finalize each upload.
- Before submitting, click “Application Packet” to print your application and read/have someone else read the application.

The Application – Getting Started

- **Read the entire 2018 Major Grant Application Instructions document!**
- Go to our web site, www.afmfl.org.
- From the “Login” menu, select “Applicant/Grant Partner Login”.
- Log on to the online application system.
- Confirm or edit all contact information.
- Under “LOI” you will see “Application”.
- Click on “Edit Application”.

The Application

Allegheny Franciscan Ministries



Apply

Organization History

Fax to File

Applicant Dashboard

Public Profile

Applicant:

Ms. Carrie Y Hepburn
director@tampabayhealth.org
(727) 812-4952
P. O. Box 2252
Dunedin, FL 34697 USA



Organization:

Tampa Bay Healthcare Collaborative
54-2080380
(727) 812-4952
P.O. Box 2252
Dunedin, Florida 34697 USA

[Contact Email History](#)

If your organization information does not appear correct, please click the edit (pencil) icon.

Generating Operating Support

Process: Tampa Bay Region Major Grant 2018 - General Operating Support

LOI	Submitted	11/16/2017
Application	Assigned	01/05/2018
Decision	Undecided	

[View LOI](#)

[Edit Application](#)



The Application

What population, specifically, does your organization serve?*

Everyone  

✔ 2,500 characters left of 2,500

Add New Question

Add Shared Question

 Add GuideStar Question

Client Engagement *

Everyone  

How are persons served and other stakeholders engaged with the organization?

✔ 2,000 characters left of 2,000

Add New Question

Add Shared Question

 Add GuideStar Question

Dignity of the Person*

Everyone  

How does your organization address or ensure the dignity of the person?

✔ 1,000 characters left of 1,000

The Application

Need

Everyone  

What organizational needs will the funding address? How did you assess these needs?

 2,500 characters left of 2,500

Add New Question

Add Shared Question

 Add GuideStar Question

Request Summary

Everyone  

Describe your request for general operating support. How will this operating support grant help to advance your mission?

 3,000 characters left of 3,000

Add New Question

Add Shared Question

 Add GuideStar Question

Request Summary Update*

Everyone  

Use this section to add detail to the summary above which was auto-populated from your LOI.

The Application

Organizational Planning Alignment*

Everyone  

What are the main organizational strategies and activities that will be supported with these funds?

✔ 2,500 characters left of 2,500

Add New Question

Add Shared Question

 Add GuideStar Question

Focus of Allegany Grant Funds*

Everyone  

How will these funds help your organization to increase access to health services and/or improve the overall health status of underserved communities?

✔ 2,000 characters left of 2,000

Add New Question

Add Shared Question

 Add GuideStar Question

Collaborative and Community Partners *

Everyone  

Describe your primary community partners. If you are not working with any other organizations or partners please explain why.

The Application

Impact *

Everyone  

Describe what you expect to change as a result of receiving this general operating support grant.

 2,000 characters left of 2,000

Add New Question

Add Shared Question

 Add GuideStar Question

Additional Questions

Everyone  

Use this space to respond to any additional question(s) the Allegany regional vice president has provided to you.

Budget Form

- Summary

Allegany Franciscan Ministries		
FY18 Major Grant General Operating Support Application		
BUDGET SUMMARY FORM - YEAR 1		
Organization Name: _____		
Request Name: _____		
FROM (date): _____ TO (date): _____		
Budget Category/Line Item	Organizational Budget - Total	Allegany Franciscan Ministries Grant
Personnel <i>(salaries, wages, benefits, payroll taxes etc for all personnel involved in project)</i>		
Equipment <i>(computers, furniture, etc., less than \$3,000 per item)</i>		
Supplies		
Occupancy <i>(rent, mortgage, utilities, telephone, internet, etc. assigned as project expense)</i>		
Local Travel <i>(mileage, tolls, parking for regular local travel)</i>		
Training <i>(staff development, conferences, long distance travel)</i>		
Design, Printing & Postage		
Capital <i>(Buildings, vehicles, equipment \$3,000 or more per item. Not an allowable expense for grant funds.)</i>		
Purchased Services <i>(consultants, legal, accounting services, etc.)</i>		
Other		
TOTAL	0	0

Budget Form - Narrative

Allegany Franciscan Ministries
FY18 Major Grant General Operating Support Application
BUDGET NARRATIVE FORM

Organization Name:

Request Name:

FROM (*month/year*):

TO (*month/year*):

I. Allegany Franciscan Ministries Grant. Please describe how you will use the funds provided by this grant from Allegany Franciscan Ministries. Provide detail for each line item that grant funds will support.

II. Please provide details of each type of revenue your organization receives.

Grants.

Fundraising.

Other.

Evaluation Philosophy

As a good steward, Allegany Franciscan Ministries is dedicated to assuring that our investments move us toward our mission.

Our evaluation process is intended to be clear, simple, and focused on outcomes.

The evaluation process is respectful of organizations with different size, sophistication, values, beliefs, and traditions.

It balances qualitative and quantitative methods to inform and guide our decisions while improving services provided by our grant partners.

Getting to measures

- An organization should articulate how the investment will strengthen the organization or further its charitable purposes.
- Success measures document progress being made towards those changes.

**Allegany Franciscan Ministries
SUCCESS MEASURES FORM**

Organization Name:
Year: From (month/year):

Request Name/Project Name:
To (month/year):

<p>Outcomes <i>Please state one outcome per row.</i></p>	<p>Indicators <i>What is the specific statistic you will track to determine your success on <u>this</u> outcome? What data tool will you use to collect this data?</i></p>	<p>Activities <i>What are the key activities that will lead to each outcome?</i></p>	<p>Measurement plan <i>What is your measurement plan? For example, how often will you administer your data tool? How will you assess whether you were successful?</i></p>
<p>ABC organization will increase the fundraising capacity of its board of directors.</p>	<p>80% of board members will increase their fundraising activities as documented by a checklist.</p>	<p>-Board training and coaching -Staff support</p>	<p>Board members will complete a fundraising activity checklist before training and six months after. We will compare the number of activities.</p>
<p>ABC organization will increase efficiency of client procedures.</p>	<p>The time from intake to insurance enrollment will decrease from 30 to 15 days.</p>	<p>-New computer system and training for staff</p>	<p>We will compare enrollment times before the training using paper documentation to after the training using system-generated reports.</p>

complete one page – and one page only - per year of grant

Definitions

- **Outcomes:** state changes in capacity areas such as revenue, fiscal management, board development, operations, etc.
- **Indicators:** the specific items used to track success. Indicators describe observable, measureable characteristics or changes. An indicator should include the specific characteristic measured, what data tool is used, when it is measured, and who collects the data.
- **Activities:** what an organization does that will lead to the outcomes.
- **Measurement plan:** states any sampling strategies, how the data is entered, how you will analyze the characteristics to assess whether you were successful, and how data will be reported.

Outcome Examples

- The organization increases the capacity of its board of directors.
 - *An indicator would be that the organization meets the 10 benchmarks on the board development section of the Capacity Benchmarking tool (see resources).*
- The organization increases financial stability.
- The organization increases efficiency of operations.
- Improved client outcomes.
- The organization increases the number of services through partnerships.

Indicators

Characteristics:

- Observable and measurable.
- Unambiguous.
- State a time frame.
- Understandable.

Indicator Components

Tool:

- Survey, pretest and posttest, posttest only, interview, case records, observation form, or official statistics.
- Tell us the name of the tool and who created it.

Target:

- 20%, 30%, 40%, 50%, 60%, 70%, 80%, 90%.

Indicator Components

How:

- *how the tool is administered.*

When:

- *at the end of the grant period, beginning, every 30 days, 90 days later, etc.*

Who:

- *program staff, non-program staff, outside agency personnel, other agencies.*

Indicator Examples

- The organization will increase from three to five main funding sources, or add two new funding types, or increase the percent of revenue from donations as documented by financial statements.
- The organization will improve client outcomes from a 75% success rate to an 85% success rate.
- The organization will serve 250 people in zip code 12345 by grant end compared to the baseline of 10 people as documented by program records.
- The organization will increase the strength of its relationship with three partners as documented by a rubric.

Common errors

- Lack of clarity about what you want to achieve.
- Confuse activities or outputs with outcomes.
- Confusion over numbers per year or increases over time.
- Limited measurement plan.

Hints

- **Outcomes:** *State one outcome per row.*
- **Indicators and measurement:** *What is the specific statistic you will track to determine your success on this outcome? What data tool will you use to collect this data?*
- **Activities:** *What are the key activities that will lead to each outcome?*
- **Measurement plan:** *What is your measurement plan? For example, how often will you administer your data tool? How will you assess whether you were successful?*

Resources

- Innovation Network . Innovation Network provides knowledge and expertise to help nonprofits and funders learn from their work to improve their results. www.innonet.org
- The Urban Institute Outcome Indicators Project . The Outcome Indicators Project provides a framework for tracking nonprofit performance. It suggests candidate outcomes and outcome indicators to assist nonprofit organizations that seek to develop new outcome monitoring processes or improve their existing systems.
www.urban.org/center/cnp/projects/outcomeindicators.cfm
- Kellogg Foundation <http://www.wkkf.org/resource-directory/resource/2006/02/wk-kellogg-foundation-logic-model-development-guide>
- Social Innovation Fund Evaluation Plan Guidance
<http://www.nationalservice.gov/documents/social-innovation-fund/2014/social-innovation-fund-evaluation-plan-guidance>
- Capacity Benchmarking Tool. http://onestarfoundation.org/wp-content/themes/OneStar/documents/Capacity_Benchmarking_Tool.pdf

Next steps

- Log in to the grant administration system and begin the application.
- Contact your Regional VP with application questions earlier rather than later.
- Complete the Full Application by February 22, 2018, 12 pm (noon).
- Communicate with your team and discuss possible outcomes together.

Expectations if funded:

- Once you are notified of a Grant Award, we will work with you to finalize outcomes and develop a reporting and payment schedule.
- You will be expected to keep Allegany Franciscan Ministries updated on staffing changes and organizational updates.
- If you cannot meet a report deadline, you are expected to proactively reach out to Allegany Franciscan Ministries and request an extension.

Contact Information

- **For technical support, contact** Kathie Hardy at 727-507-9668 or khardy@afmfl.org
- **For other questions, contact:**
 - Daniel Gibson, *Regional Vice President - Miami Dade Region* at 305-860-1441 or dgibson@afmfl.org
 - Upendo Shabazz, *Regional Vice President - Palm Beach Region* at 561-802-9013 or ushabazz@afmfl.org
 - Cheri Wright-Jones, *Regional Vice President - Tampa Region* at 813-685-3232 or cwrightjones@afmfl.org

Questions?

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Peace and All Good!