

**HUMAN SERVICES COMMISSION
2021 GRANT APPLICATION
GUIDELINES**

I. Community Services Checklist

This section is for identifying the top three service areas provided by your organization, in order, with the primary service area ranked number 1, the second most important or prevalent service area ranked number 2, and so on for number 3. Please do not identify areas with a checkmark, as the ranking of services is important information for reviewers. Also, please do not identify more than three areas. This includes the identification of services areas that would fall under “other.”

II. Selection Criteria

General Questions

1. *Which human services needs within Garfield County does your organization serve?*

This should be related to your answers to the Community Services Checklist, but could include additional information about what your agency provides.

2. *Please describe your community agency partnerships and summarize the purpose of those partnerships (e.g., increased capacity in terms of number served; increased ability to provide more comprehensive services, etc.).*

Agency partnerships are those relationships that were developed and are maintained to either enhance or expand capacity to provide needed services.

3. *Please identify known organizations that provide the same or similar services to yours within the same service area. Explain how the services you provide are unique; or, why there is a need in our community for this potential duplication of services.*

In order to maximize community benefit through HSC funding, it is important to avoid duplication of services among grantees. If your agency provides similar services to other organizations, it is vital that reviewers are able to understand either a) how the services you provide are unique; or b) how and why duplication of services may be necessary in our community.

4. *Briefly describe/summarize the key positions in your organization and provide a brief summary of required qualifications for any new staff who are hired into those positions for the purpose of this grant.*

In describing key positions within your organizations, please focus on new positions that may be created with or as a result of this funding. Submitting job description(s) is acceptable.

5. *Please describe how volunteer resources are utilized within your organization. What role(s) do they play, and what is their level of involvement?*

Volunteers are typically a vital part of non-profit organizations and a key strategy in leveraging funds. Please provide a comprehensive summary of how volunteers are utilized to support the work you do in the community. This could include program, administrative and executive level volunteers.

Service Recipients and Metrics

6. *Quantify the service level you provide to the citizens of Garfield County. How many Garfield County clients were served in your last full fiscal year in the program(s) for which you are requesting funds? What are the projections for the current year and for (year)?*

This question is self-explanatory. Please be specific about the number of clients served who are citizens of Garfield County.

7. *What are the emerging issues and trends affecting your clientele or service delivery? How will this change your approach to service provision and/or delivery, if at all?*

Emerging issues and trends can be anything that is having a significant impact on your agency, e.g., increase/decrease in need for current services; identification of unmet needs that you intend to address; changes in funding levels or climate; and others.

8. *Attach a Logic Model that highlights desired goals and outcomes to be achieved with Garfield County Funds in the coming year. If your organization has not yet developed a logic model for this funding cycle, please use the attached template.**

The attached logic model provides several examples of how information can be presented that helps reviewers better understand the goals and objectives of your agency, as well as expected outputs (tangible results such as numbers served; education/training provided, etc.) and desired outcomes. Be sure to include metrics, or measures of success, that include magnitude of change; direction of change (increase/decrease); and a timeline for the achievement of change.

*Agencies also have the option to provide a written narrative of no more than 750 words to answer this question in lieu of a logic model.