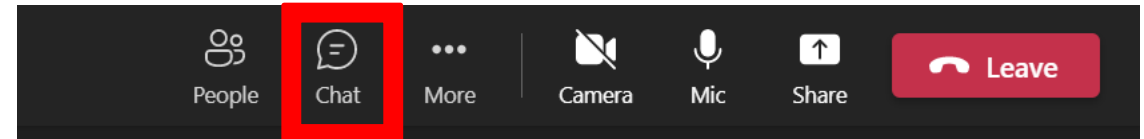


# Application Assistance Workshop

**September 15, 2022**

# Teams

- Please use the **chat box** to type and send questions.
- Alternatively, if you'd like to raise your hand and verbally ask a question, select **Reactions > Raise your hand**.
- For closed captioning of this presentation, please select **More options > Turn on live captions**.



# Introductions

- Thomas Day, Senior Consultant
  - Janielle Paez-Hill, Senior Consultant
- 



Guidehouse is an award-winning professional services firm that specializes in helping state and local governments achieve success in navigating challenges and delivering high quality services to residents, businesses, and visitors.

# Agenda

- Eligibility for Honor Grant
- Application Contact Information
- Application Narrative
- Organizational Chart
- Project Schedule
- Budget
- Final Review
- Q&A

# Eligibility

- ✓ Recognized as a 501(c)(3), 501(c)(4), 501(c)(19), or a 501(c)(23) organization.
- ✓ At least three years of experience serving the veteran population.
- ✓ Demonstrated ability and experience in implementing veteran service programs within one of the following priority areas:
  - Benefits support services or resources
  - Mental health
  - Education and job placement services
  - Veteran security (shelter, food)
- ✓ Willingness to develop and follow an equitable plan to address disparities in communities the program will serve.
- ✓ Willingness and ability to collect and report data on program outcomes.

# Applicant Contact Information

## EXAMPLE TEMPLATE

Applicant Name:

Executive Director / Chief Executive Officer Name:

E-mail Address:

Project Director / Manager Name & Title:

E-mail Address:

Phone:

Applicant Website Address *(if applicable)*:

Total Amount Requested: \$

Applicant Headquarter Address:

Applicant Service Address:

City:

Illinois

Zip Code:

UEI Number:

FEIN Number:

Project Title:

Signature

Date

**UEI #:** A unique 12-character number used to identify your organization

**FEIN #:** A nine-digit number assigned by the IRS to identify the tax accounts of employers

# Application Narrative: Cover Letter

## Cover Letter

- Keep the letter to one page consisting of about three to four paragraphs
- Address your letter to the Cook County Department of Veterans Affairs
- State the amount of your request
- Identify the team applying to this opportunity, including any organizations with whom you plan to partner (*if applicable*)
- Summarize what your project is about (e.g., brief program description, goals)
- Explain why your work is important, how your proposed program aligns with the funder's mission, and how program directly benefits veterans.
- Share a closing remark about what this grant partnership can mean for the future of your organization

# Application Narrative: Cover Letter Example

[Date]  
[Name]  
[Title]  
[Organization]  
[Address, City, State]  
[Phone #]

Dear [Grant Funder Name],

The [organization] kindly requests [\$ figure] for the [project name] in [neighborhood/target population]. We look forward to partnering with you in what we believe will be an impactful project for our entire community and an important step in your mission to [funder grant name].

The main objective of our proposed project is to [objective] over the course of [time period]. We plan to achieve this by [methods]. We would like to see measurable progress in [time period] and we'll specifically be looking at [goals] as our key success indicators.

With your funding, we will be able to do the following:  
[outline the specifics in which the grant will help execute the program].

We appreciate the [grant funder name/organization] taking an interest in helping our local community and for your considering investing in our project. Please give me a call at [number] if you have any questions or require additional information.

Sincerely,

[Name, Title]  
[Formal signed signature]



# Application Narrative: Executive Summary

## Executive Summary



Provide a detailed description of your organization (e.g., history, number of years of service, and number of employees)



Characterize the problem(s) you are addressing and veterans you are serving, including your experience working with veterans



Outline your proposed program, including activities to be accomplished and personnel responsible for executing this program



Share your organization's experience in implementing similar and successful projects



Note any significant awards, accomplishments, distinctions, or special achievements

# Application Narrative: Goals

## Examples:

- ✓ *"Support veterans to find employment in the technology industry by familiarizing veterans with software programs they were not exposed to during their military service."*
- × *"Reduce veteran joblessness"*



Explain what you plan to accomplish with the proposed program

Identify concerns unique to veterans

Addresses the specific problem you have identified in your executive summary

# Application Narrative: Objectives



Think of goals as the overarching aim, and objectives as the specific framework or achieving those goals.

Utilizes SMART framework: specific, measurable, achievable, relevant, and time-bound.

Describe the actions you are taking during the program to meet your goals

## Examples:

- ✓ *"Support a training regimen for 100 veterans to learn software programs that could help them find employment within two years."*
- × *"Help veterans learn tech"*
  
- ✓ *"Support five job fairs within the next 12 months where Cook County veterans can connect with employers."*
- × *"Help veterans to find jobs"*

# Application Narrative: Outcomes



## Examples:

- ✓ *“95% of program participants will find employment with participating employers.”*
- × *“Many veterans will find employment...”*
  
- ✓ *“80% of veterans remain in stable housing for one year or more”*
- × *“Veterans will find more housing stability...”*

Specify benefits or changes for individuals or populations during or after participating in program

Uses quantitative metrics to determine whether outcome has been achieved

Demonstrate to what extent objectives have been met

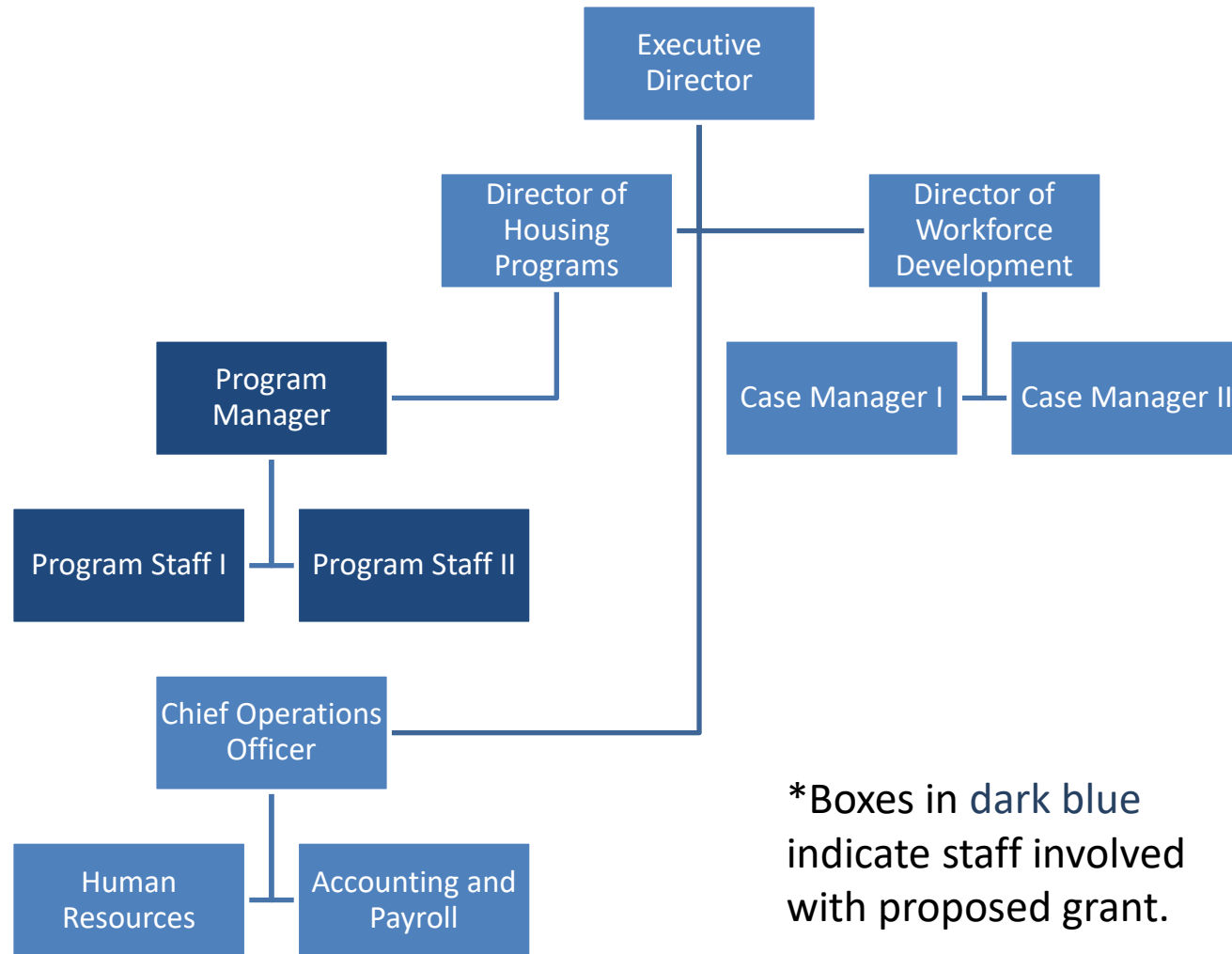
# Organizational Chart

Easy, visual way of identifying key personnel who will be responsible for the services to be provided

Useful to the grant funder for the purposes of evaluating your application

Improves clarity and communication within an organization

Allows the organization to see which departments have room to grow



# Project Schedule

## EXAMPLE

Timeline	Activities
Year 1, Qtr 1	<i>Helping Homes will find vacant lots in Town A and begin to negotiate the purchase of roughly 30 acres needed to build 10 brand-new single-family homes for refugees from 1/17 – 2/21/2023</i>
Year 1, Qtr 2	<i>Helping Homes will design and architect plans to build 10 brand-new single-family homes for refugees from 3/25 – 6/1/2023</i>
Year 1, Qtr 3	<i>Helping Homes will construct 10 brand-new single-family homes for refugees in Town A starting 7/1/2023, with a projected completion of 12/31/2023</i>
Year 1, Qtr 4	<i>Construction will continue until completion on 12/31/2023</i>
Year 2, Qtr 1	
Year 2, Qtr 2	
Year 2, Qtr 3	
Year 2, Qtr 4	

Describe timeline of activities for the length of the performance period, including any changes for future years

Insert start and completion date projections for planning, coordination, implementation, and follow up activities

Identify locations where these activities will take place

# Budget: Budget Categories



**Personnel:** Individuals who will be working on the proposed program, including to provide direct services or supervise those providing services to intended community or population.



**Fringe Benefits:** Extra benefits supplementing relevant\* personnel's salary. E.g., vacation pay, sick pay, health insurance.

*\*Fringe benefits should only be budgeted for personnel who are dedicating most of their time to this grant)*



**Travel:** Expenses associated with traveling for the purpose of conducting grant-related activities. E.g., gas, taxis, public transit, school buses



**Equipment:** Tangible property required to accomplish grant-related activities. E.g., computer, printers, routers, phones.



**Materials & Supplies:** Expendable items necessary to carry out the grant, including office materials. E.g., printer ink, paper clips, paper, pens, staples, recordkeeping supplies.



**Indirect Costs:** Administrative or overhead costs that apply to multiple programs across the agency. E.g., IT support personnel, accounting, payroll, and capital improvements to expand current programming.

# Budget: Budget Form Template



## Meet The Requirements

- Build a budget for the entire proposed duration of the grant project
- Complete expense breakdown and narrative for each year
- Include cost breakdown of all expenses necessary to achieve goals

## EXAMPLE TEMPLATE

Applicant Organization Name:			
RFP Number and Program Name:			
Budget Contact - Name:			
Budget Contact - Email:			
Budget Contact - Phone:			
	Year 1 Requested Grant Funds	Year 2 Requested Grant Funds	<b>Total Project Cost</b>
a. Personnel			<b>\$0.00</b>
b. Fringe Benefits			<b>\$0.00</b>
c. Local Travel *			<b>\$0.00</b>
d. Out of Town Travel **			<b>\$0.00</b>
e. Equipment			<b>\$0.00</b>
f. Materials and Supplies			<b>\$0.00</b>
g. Consultants and Contractors			<b>\$0.00</b>
h. Other Direct Costs			<b>\$0.00</b>
<b>i. Total Direct Costs (a to h)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
j. Indirect Costs ***			<b>\$0.00</b>
<b>k. Total Project Budget (i + j)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>



# Budget: Budget Narrative Template

## EXAMPLE TEMPLATE

Budget Narrative Detail- YEAR 1		
Applicant Organization Name:		
<b>PERSONNEL</b>		
Name	Title	Item Cost
<b>Total Personnel</b>		\$ -
<i>BUDGET CATEGORY – PERSONNEL: List each position by title and name of employee if available. Explain each position’s role in the proposed program. Also, indicate if the position is existing or new and when the position will be on-boarded.</i>		
Narrative:		
<b>FRINGE BENEFITS</b>		
Name	Title	Item Cost

◀ | Total Summary Budget Form | **Budget Narrative YEAR 1** | Budget Narrative YEAR 2 | ▶



Narrative

- Provide detailed justification for each proposed cost in the budget
- Describe how the expenditures are related to your program.
- Detail indirect costs and explain how that rate was calculated

# Budget: Coordinating Multiple Funding Streams

Organizations receiving multiple grants must coordinate across multiple funding streams.



Applicants are prohibited from using multiple funding sources to pay for the same items. *E.g., if one grant is paying for 10 boxes of pens, you cannot include that in the budget for another grant.*



Applicants also cannot serve the same people with multiple grants and count them twice. *E.g., if an organization is serving 100 specific individuals with one grant, they cannot say they are serving those same 100 people with another grant.*

# Evaluation Criteria

Requirement	Points
Grant Award Term and Eligibility Criteria	20
Key Application Concepts and Priorities	40
Funding Tracks, Requirements, and Restrictions	10
Financial and Health Equity Plan	15
Application Budget Development and Requirements	15

*For more detail, please review the Evaluation Criteria document on the Cook County program website: [CookCountyIL.gov/HonorGrants](https://www.cookcountyil.gov/HonorGrants)*

## Questions?

Please submit questions using the chat feature or raise your hand and we will unmute you.

Visit [www.cookcountyil.gov/honorgrants](http://www.cookcountyil.gov/honorgrants) for more information.

Contact: Veterans.Affairs@CookCountyIL.Gov