# About the Program

baltimore direct services grants program application

The 2014 Baltimore Direct Services Grants program will award up to $20,000 to organizations to support summer activities and programs for disadvantaged youth and children. While all organizations with summer programs are encouraged to apply, the Casey Foundation will give priority consideration to organizations that aim to serve the most vulnerable children, such as those who are homeless or academically at risk, with strategies to promote attendance and reading success. The summer youth programs may include but are not limited to social development, academic advancement, cultural enrichment or recreational activities.

# Grantee/Organization Information

*All data is required, particularly the phone number and email address.*

Primary Contact (name, title, address, phone and email):

This is the person who serves as the program contact.

Contracting Contact (name, title, address, phone and email):

This is the person authorized to sign the letter of agreement.

Financing Contact (name, title, address, phone and email):

This is the person responsible for narrative and financial reports.

Requested Amount:

# Proposal Section

Project Title:

Start Date:

End Date:

Scope of Work

This section should include the activities you will conduct to achieve your targeted outcomes. Scope-of-work items are required and will be included in the letter of agreement and reporting form. Each metric should be listed separately and include detailed actions.

Performance Measures

Performance measures quantify the effort and effect of the Foundation’s investments. Specifically, each metric should demonstrate what/how much was done as part of this grant and what difference it will make for the population impacted. Please also note how your organization will track and report this performance information. Performance measures are required and will be included in the letter of agreement and reporting documentation. Each measure should be specific and measurable (see [Tips for Creating Performance Measures](http://www.aecf.org/~/media/PDFFiles/Newsroom/TipsforCreatingPerformanceMeasures2014.pdf)).

## Coding and Demographics

Refer to p. 4 for guidance.

Type of Support:

Program Area/Field of Work:

Age Group:

Race/Ethnicity:

Geographic Area Served:

If more than 10 metropolitan/micropolitan statistical areas, select “National.”

Budget Detail

Please complete on p. 3.

Your budget should include detailed line items for each category of expenses. It should include not only the portion that is being requested from the Foundation but total costs for the work. Overhead costs are allowable for nonprofit and government entities only and cannot exceed 10 percent of the overall project costs. Line items with description should include:

|  |  |  |
| --- | --- | --- |
| * salary
* fringe
* consultants (list if known)
* subgrantee (list if known)
 | * materials
* travel
* publications/media
* rent
 | * utilities
* additional Line Items
* overhead
 |

Additional Documentation

* **Tax Documentation** (attach and email the most recent tax letter with your application)
* **Fiscal Sponsorship:** If your organization is acting as an official fiscal sponsor for this project/program, complete the application and attach a letter indicating that your organization is the fiscal agent for this particular project or organization that will be doing the work. Fiscal agents are required to sign the letter of agreement and will be held responsible for adhering to the Foundation’s Terms and Conditions and reporting requirements.
* **Subgrants:** If your organization will be making subgrants as part of this agreement, please list all subgrantees within the budget form below. Making subgrants may cause this agreement to be designated as an expenditure responsibility grant.

Detailed Project Budget

Provide a list of all relevant expenses that you are requesting the Foundation fund. Also include a brief description for each line item. You may add lines, but do not change the overall outline of the template. If you have questions, please call or email your Foundation program contact.

|  |  |  |  |
| --- | --- | --- | --- |
| **Project ExpenseLine Items** | **Description** | **Requested Amount** | **Total ProjectExpense** |
| Salary/Personnel |   |  $  |  $  |
| Fringe/Benefits |   |  $  |  $  |
| ConsultantsInclude rate and hours, if applicable. |   |  $  |  $  |
| SubgrantingIf yes, please add more lines and provide details. |   |  $  |  $  |
| Materials /Supplies |   |  $  |  $  |
| Travel |   |  $  |  $  |
| Publication/Media |   |  $  |  $  |
| Rent |   |  $  |  $  |
| Utilities |   |  $  |  $  |
| Other Expenses |   |   |   |
| Other Expenses |   |   |   |
| Other Expenses |   |   |   |
| **Direct Costs Total** |  **$**  |  **$**  |
| Overhead\*cannot exceed 10% of the direct costs covered by the Foundation |   |  $  |  $  |
| **TOTAL** |   |  $  |  $  |
| \*Overhead includes operating support, fiscal agent fees and any other unexplained budget line items and cannot exceed 10 percent of direct costs. A tip on how to calculate this is: Divide total requested amount by 11.  |

# 2014 Grant Coding Guidance

Type of Support\*

Select the one area that best describes the type of work this grant will support.

|  |  |
| --- | --- |
| * Conferences/Events/Sponsorships
* General Operating Support
* Program Development/Project Support
* Technical Assistance/Capacity Building
* Communications/Media Publications
 | * Documentation/Dissemination
* Evaluation
* Memberships
* Policy/Advocacy
* Research
 |

Program Area

Select the one area that best describes the primary focus of this grant.

|  |  |  |
| --- | --- | --- |
| * Arts and culture
* Adult education
* Children’s rights
* Children/youth services
* Child welfare
* Civil/human rights
* Community development
* Crime/violence prevention
* Disaster relief
* Economic development
* Elementary/secondary education
* Employment
* Family services
 | * Financial counseling
* Financial services
* Health care
* Higher education
* Housing
* Human services
* Labor rights
* Leadership development
* Legal services
* Juvenile justice
* Mental health
* Microfinance/

microlending | * Parenting
* Philanthropy/voluntarism
* Population studies
* Public affairs, citizen involvement
* Public health
* Public policy, advocacy
* Public policy, research
* Reproductive health
* Rural development
* Social sciences
* Welfare policy/reform
* Youth development
 |

Age Group

Select the one area that best describes the primary age group impacted by this grant.

|  |  |
| --- | --- |
| * Infants/toddlers (ages 0-3)
* Children (ages 4-12)
* Youth (ages 13-17)
* Children/youth (ages 0-17)
 | * Young adults (ages 18-24)
* Adults (ages 18+)
* All age groups
 |

Race/Ethnicity

Select the one area that best describes the racial demographic impacted by this grant.

|  |  |
| --- | --- |
| * African-American/African descendant, non-Hispanic
* American Indian/Alaskan Native
* Asian, Native Hawaiian or other Pacific Islander
* Hispanic
 | * American Indian/Alaskan Native
* Mixed or other
* White, non-Hispanic
* All racial/ethnic groups
 |

Geographic Area

Using the [2013 list of metropolitan/micropolitan statistical areas](https://www.census.gov/population/metro/), select up to 10 areas. For more than 10, select “National.”

# Final Instructions

Please submit the above materials to BDSG@aecf.org. If you do not have access to email, please send two copies of all materials by mail or hand delivery by 12 p.m. March 24, 2014, to:

Jacqueline Caldwell

The Annie E. Casey Foundation

701 St. Paul Street

Baltimore, MD 21202

If you have any questions, call Danielle Torain at 410.223.2988, or email BDSG@aecf.org.