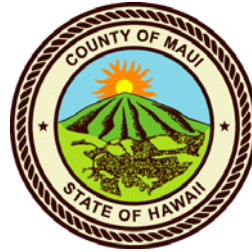


Department of Housing and Human Concerns Application Orientation



** Questions can be typed into the chat and will be addressed at the end*

** Please keep you microphone on mute*

Agenda

- Fiscal Sponsor
- Overview of Invitation to Apply
- Narrative
- Program Evaluation
- Budget
- Supporting Documents
- Process
- Q&A

Please make sure to sign-in using the Chat
Name & Organization

Fiscal Sponsor

- Allows for community groups, non-incorporated entities, start up non-profits to apply for DHHC grants
- The fiscal sponsor meets the application requirements
- They apply on your behalf
- The County will executed a grant agreement to the fiscal sponsor
- You need to have a written agreement with the fiscal sponsor

Invitation to Apply

- Meet the deadline:
 - post-mark or in person by 4:30pm on **8/31/2021**
- Application must be complete, including supporting documents and signatures
- Application Packet Overview
 - <https://www.mauicounty.gov/252/Grants-Management-Division>

Narrative

- **Executive Summary:** A concise overview of the proposal that states the key themes of greatest interest to the funder
 - "...should provide a comprehensive synopsis of the most essential elements of the proposed program..."
- **Program Description:** How will you execute the proposed program?
 - Purpose, target population, activities, events processes
 - 5 Ws, 1 H (Who, What, Where, When, Why & How)
 - It's a descriptive narrative. Not a bullet point list. Not short answer.

Narrative

- Base your new program proposal on current community and agency needs
- Use recent data, statistics and research
- Make sure your citations are correct
- Be concise and limit repetition

Narrative

- Be consistent across grant application sections (Executive summary, program description, evaluation table, budget)
- Use the previous feedback from GMD staff during monitoring, reporting and prior narratives
- Edit for clarity and accuracy

Program Evaluation

- **Outcome** The positive change or impact(s) derived by the target population as a result of the service or activity output provided.
- **Output** The specific type of services, activities, or events to be delivered in order to achieve a desired outcome.
- Meaningful Effective Outcomes
 - Emphasis on outcomes based program with supporting outputs
 - What impact is your program having on the community
- Use your data to inform your new outcomes
 - Don't over estimate, don't under estimate ... use your data
 - Useful references for SMART outcomes
 - <https://www.samhsa.gov/sites/default/files/nc-smart-goals-fact-sheet.pdf>
 - <https://www.cdc.gov/healthyyouth/evaluation/pdf/brief3b.pdf>

Budget

- Revised budget forms reduce pages and streamline information
- Submit **two (2) full sets** of budget tables
 - FY2023
 - FY2024
- The budget needs to align with the narrative
- Be detailed with budget justification
- Accurate math

Budget

- Personnel on program (be accurate)
 - Salary
 - % of time on program
 - % charged to the County
- Administrative Budget
 - 12% of total request/award
 - Be detailed (describe what is included in general admin)
- Other Resources: Funds from other sources that support the program described

Supporting Documents

Current

- Confirm that the certified vendor compliance, board roster, certificate of liability insurance, etc. is all current

Correct

- Check for accuracy and that the correct financials are included

Complete

- Confirm all required supporting documents are included
- Check that everything is signed and dated

Final Points

- Read all instructions
- Address all of the required points/items
- Proof read
- Don't wait to the last minute
- Be real

Process

August 31, 2021 4:30 PM	DEADLINE: Applications to GMD <ul style="list-style-type: none">• GMD to send acknowledgement of receipt of application
1 st week of April 2022	Award/Reject Letter <ul style="list-style-type: none">• Grant is/is not included in Mayor's Proposed Budget• Attached to letter will be a Technical Review of grant application
April 2022	Grantee is to respond/incorporate Technical Review feedback <ul style="list-style-type: none">• Work it out with your grant specialist
1 st week of May 2022	Initiate agreement execution process <ul style="list-style-type: none">• All revisions need to be completed before routing begins
June 2022	Budget ordinance process completed by County Council and Mayor
July 2022	Complete grant agreement execution
September 30, 2022	DEADLINE: Last day to route grants <ul style="list-style-type: none">• Met all DHHC requirement

Thank You



Questions

Grants Management Division
Department of Housing and Human Concerns
County of Maui

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<https://www.mauicounty.gov/252/Grants-Management-Division>