

Management Improvement Fund Application Questions and Budget

The Saint Paul Foundation only accepts applications online. This document is made for reference ONLY. Do not submit this document. Any mailed/emailed applications will not be considered.

Organization Information

- 1.1 Mission Statement (*Characters: 300*)
- 1.2 Describe your organization (*Characters: 500*)
- 1.3 Describe current project/program area(s). (*Characters: 1000*)
- 1.4 Number of: Full-time paid staff Part-time paid staff Volunteers Others assisting/types of assistance (e.g., Visas, interns, AmeriCorps consultants, etc.)
- 1.5 The organization's current year budget

ATTACHMENTS

- Current year operating budget
- Year-end statement of income and balance sheet
- Current year-to-date income and expense statement
- Board/Committee List
- IRS Determination Letter

Proposal Details

- 2.1 Proposed Grant Title
- 2.2 Proposed Grant Start and End Dates
- 2.3 Amount Requested
- 2.4 Contact Name, Title, Email, Phone
- 2.5 If you are serving as the Lead Organization in a collaborative effort, please list partner(s) here. (*Characters: 500*)
- 2.6 Select one area of community vitality from the list that best describes the focus of your grant request.
- 2.7 The Foundation's indicators of success are listed below, select the indicator that best aligns with your grant request.
- 2.8 Describe how your proposed grant request is related to advancing The Saint Paul Foundation's indicator of success selected. (*Characters: 1000*)
- 2.9 Select which of the following best describes the primary geographic area to be served by your grant request.

Narrative

- 3.1 Describe the opportunity, challenge, issue or need that your proposed grant seeks to address. Include relevant research/studies with citation(s) for source(s) of data. (*Characters: 3000*)
- 3.2 Describe your request. What are you going to do? (*Characters: 3000*)
- 3.3 Describe how this focus was determined and who was involved in the decision making process. (*Characters: 1000*)
- 3.4 Who will be directly served by the proposed grant?
- 3.5 Provide any additional information not already captured regarding the primary population to be served by the proposed grant. (*Characters: 1000*)
- 3.6 Identify the age group to be served by the proposed grant.
- 3.7 List up to three (3) activities related to the proposed grant for this request. *Activities are what your organization will do with the award.*
- 3.8 List up to four (4) outputs for the proposed grant. *Outputs describe what a project will produce or who has helped with activities. Outputs are tangible, countable items.*
- 3.9 List no more than two intended outcomes during the proposed grant period. Quantify the intended grant outcomes in terms of percentage change or accomplished. *Outcomes describe what will change as a result of the grant.* (*Characters: 2000*)

Criteria Worksheet

- 4.1 What impact will technical assistance have on the people you serve? (*Characters: 1000*)
- 4.2 Describe the plan for technical assistance consultation. (*Characters: 1500*)
- 4.3 Attach the written proposal/bid from the prospective consultant(s)
- 4.4 Describe how you will allocate time and staff to implement changes. (*Characters: 1000*)

4.5 Describe the level of consensus/agreement between board and staff on the desired outcome of the proposed effort. *(Characters: 500)*

4.6 Who from the board and staff are leading the proposed effort? *(Characters: 500)*

SAMPLE

Budget

Is this a Capital Projects request?

No

Directions: For each income/expense item provide budget details that explain how you arrived at your numbers. Include enough detail in the narrative (200 characters) to clarify unusual items and how the total amount of each budget category was calculated.

- For income sources describe the status of funding (i.e. approved, pending or to be submitted.).
- For salary and wages, identify the position, indicate whether the position is full-time or part-time, and include the percentage of the position’s time allocated for the project/program

Income	Amount	Narrative
Government Grants	\$130,000.00	Proposal Pending
F.R. Bigelow Foundation	\$60,000.00	Request submitted
The Saint Paul Foundation	\$40,000.00	Request submitted
Mardag Foundation	\$30,000.00	Request submitted
ABC Foundation	\$20,000.00	Proposal approved; funds received
Earned Income	\$5,000.00	Participant enrollment fees
In-Kind	\$5,000.00	Office Space
Individual Donations	\$10,000.00	\$7,000 raised to date.
Total Income	\$300,000.00	

Expense	Amount	Narrative	For Internal Use Only
Salary #1 Program Director	\$3,970.00		

Expense	Amount	Narrative	For Internal Use Only
		.05 FTE - Project development; supervise the Program Manager and oversee Project activities, progress reporting, and evaluation	
Salary #2 Program Manager	\$4,800.00	0.10 FTE - Direct supervision of program staff and be responsible for day to day program operations; also responsible for required program reporting.	
Salary #3 Counselor	\$8,763.00	0.20 FTE - Provide participant screenings	
Salary #4 Program Staff	\$144,019.00	4.0 FTE - Responsible for day to day program implementation.	
Salary #5 Project Data Assistant	\$3,428.00	0.10 FTE - Work with program manager to coordinate data collection tools and processes and oversee data integrity practices	
Subtotal	\$164,980.00		50
Insurance, benefits and other related taxes	\$39,820.00	See detail below.	12
Consultants and professional fees	\$33,000.00	Interpreter services \$2,000; IT support contract \$18,000; client database use fees \$3,000; software \$500; Evaluation services \$1,500; security \$8,000	10
Travel	\$7,350.00	Includes travel for 3 staff to attend Training; airfare \$2,550; hotel \$1,575; per diem \$585; ground transport \$240; misc \$1,200	2
Equipment			0
Supplies	\$34,822.00	Includes food \$31,550 and group activity materials, offices supplies, program tools	11
Printing and copying			0
Internet, telephone and fax			0
Postage and delivery	\$350.00	Software (not Postage and Delivery) - purchase of software for participant use	0
Rent and utilities	\$8,256.00	Facility related costs based on square footage used for program; utilities \$2,112; building services agreements \$1,456; repairs \$2,400; property insurance \$400; interest \$1,888	2
In-kind expenses	\$5,000.00	Office Space	2
Depreciation	\$3,267.00	Based on square footage used for program	1
Client Transportation	\$4,200.00	Bus fare \$3,120; Cab fare \$1,080	1
Indirect Charges	\$29,557.00	Based on 10% of project costs	9
Total Expense	\$330,602.00		

Expense	Amount	Narrative	For Internal Use Only
Difference	-\$30,602.00		

Please provide any additional necessary details not captured in the above budget. For example, if the above budget is a multi-year budget, please indicate the number of years the budget covers.

Fringe benefits included at 24% of gross salaries. Includes employer FICA, health and dental insurance for each FTE, life insurance at 0.36% of salaries, short and long-term disability insurance, 401(k) plan match at 4% of salaries, unemployment insurance, and workers compensation.

(Characters left: 1718)