



**The Georgia Department
of Community Affairs**

State Challenge Grant Application Instructions

I. Technical Assistance Calls: Challenge Grant applicants must participate in one of two Technical Assistance Calls. On January 24 at 11 am please call 1-866-633-8638 and enter ID code 566790. On February 4 at 10 am, dial the same number, enter ID code 799515.

II. Cover Letter

Please provide a cover letter that includes:

- A. The name, title, organization, email address and phone number of the person that will serve as the principal point of contact for this proposal;
- B. The amount of money requested by the applicant (\$1,000 - \$10,000);
- C. The local government entity that will be the fiscal sponsor (grantee) for the subrecipient organization.

III. Description of Activities

- A. Statement of Purpose: Describe the way in which the subrecipient organization intends to create or grow the Hands On model in the specified community. Specifically, how will the organization use the grant funds? *(Please refer to RFP Attachment for an explanation of the Hands On model of service).*
- B. Overview of Activities: Describe the proposed activities that will be supported by the grant funds and any community partners involved in these identified activities.
- C. Impact: What community impact is expected as a result of this grant? Make sure to list goals that are measurable and achievable within the grant period.
- D. Sustainability: Discuss the anticipated sustainability of the new volunteer program, specifically answering the following questions:
 - 1. What resources will be necessary after the grant funds have been spent to sustain the growth?
 - 2. How does the organization plan to raise needed resources to sustain the project?

3. The capacity growth that this grant will support will generate new demands on the organization. How will the organization satisfy these new demands?
- E. **Capacity:** Discuss the organization's staffing structure and who will be involved in the implementation of the grant and the programs it funds?

IV. Budget

Please complete the attached budget template.

V. Attachments

This proposal will not be considered complete without the following attachments:

- A. A letter from a local government agency (fiscal sponsor/grantee) agreeing to the partnership, including their FEIN (Federal Employer ID Number);
- B. Most recent or proposed organizational budget (of the subrecipient's organization);
- C. Board of Directors list (of the subrecipient's organization);
- D. A strategic plan for the subrecipient's organization which includes a detailed budget;
- E. Letter(s) of support indicating the source(s) of matching funds. Receipt of matching funds **must** be confirmed before the majority of grant funds are dispersed.

* Proposals should be no more than 10 pages, including attachments.

VI. Budget Expense Guidelines

Examples of Acceptable Expenses (including but not limited to):

1. Staffing
2. Project Supplies
3. Volunteer Recruitment
4. Volunteer Training
5. Volunteer Recognition
6. Technology

Examples of Unacceptable Expenses (including but not limited to):

1. Parades
2. Event t-shirts
3. Religious Items
4. Political Items
5. Promotional Items (pens, water bottles, etc.)

State Challenge Grant RFP Budget Template

Please complete the following budget template, including each item on which the organization anticipates spending grant funds. Remember that all State Challenge Grant funds requested must be matched, dollar for dollar, with local funds.

Item	Total Funds Required	State Challenge Grant Funds Requested	Matching Funds	Source of Matching Funds
Staffing				
Example: Part Time Staff Person (15 hours per week)	\$10,000	\$5,000	\$5,000	County, city, and local United Way
Programming				
Other				
TOTALS				

State Challenge Grant Applications are due no later than 2:00 pm on February 20, 2008. Please mail the application and all necessary attachments to Hands On Georgia at the address below. Please also email as much of the application as possible to info@handsongorgia.org.

For more information about this grant application or Hands On Georgia, please contact:

Hands On Georgia
 600 Means Street, Suite 110
 Atlanta, Georgia 30318
 404-979-2842
info@handsongorgia.org
www.handsongorgia.org