

APPLICATION TIMELINE

Date	Action
January	Application due in ZoomGrants, Wednesday, January 15, 2020 <u>before</u> 4:00 pm, Arizona time (late proposals are NOT accepted)
April	Recommendations presented to Tempe City Council at a Work Study Session
June	City of Tempe final budget approval
July	Agencies are officially notified of City allocations via post

GRANT & PROGRAM RELATED QUESTIONS & CONTACT

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ZOOMGRANTS INFORMATION

Click on or copy and paste this link into your browser in order to access the [2020-2021 City of Tempe Human Services Grant application](https://www.zoomgrants.com/gprop.asp?donorid=2311&rfpid=2596):

<https://www.zoomgrants.com/gprop.asp?donorid=2311&rfpid=2596>

Technical Questions?

- Search for a quick answer at **ZoomGrants University** (help.zoomgrants.com)
- Contact ZoomGrants Technical Support at **866.323.5404 Ext. 2** or email questions@zoomgrants.com.

DOCUMENTATION

Below is a list of required documents for all agencies to review and complete (found under the DOCUMENTS TAB in ZoomGrants). Some documents are for review only; others are templates with fillable fields, which are to be completed and uploaded. They are as follows:

For Review

- Agency Review Policy and Procedures

Templates to be Downloaded, Completed and Uploaded

- List of Assurances
- Certification Form (make sure to check appropriate boxes within the document)
- Board Information Form
- Financial Review Worksheet (990)

Additional Documents for All Agencies to Upload to the DOCUMENTS Tab (there are no templates, use your own design)

- **501(c)(3) Letter or Letter of Exempt Status**
- **Management Letter/Auditor Recommendations** (upload most recent)
- **IRS Form 990** (upload most recent)
- **Balance Sheet**
- **Photo of Services** - a photo that represents your agency serving their primary population or service

Applicants Requesting More Than \$10,000

- **Agency Budget (REQUIRED)** (This is an addition to the Program Budget located in the BUDGET tab of the application.)

OUTCOME STATEMENTS & LOGIC MODEL INFORMATION

Outcome Measurement Defined

Outcome Measurement is the process for assessing, on a regular basis, the **results** of an agency's programs for its participants.

Those results – **OUTCOMES** - **are the benefits or changes for individuals or populations during or after participating in program activities.**

The outcomes may relate to changes in knowledge, attitudes, skills, behaviors or condition. They are what participants know, think or can do; how they behave; or what their condition is, that is different following the program.

Key Questions to Help Identify Outcomes for a Program

- What is your program trying to achieve with your clients?
- What does success look like for your clients?
- If your program is successful, how will your clients be different after the program than before?
- What kinds of changes will you measure?

Sample Template:

___ % of # _____ (clients, participants, families, youth) will ___ (increase, decrease, improve, modify) their ___ (level, knowledge, attitude, condition) of/towards ___ (self-sufficiency, wellbeing).

A Logic Model

A systematic and visual way to present the perceived relationships among:

- resources you have available to operate the program,
- activities you plan to do, and
- changes or results you hope to achieve.

For additional information, a copy of "A Guide to Developing an Outcome and Logic Model and Measurement Plan" published by the United Way of Greater Richmond & Petersburg, is available in the LIBRARY in ZoomGrants or can be accessed online at:

www.yourunitedway.org/wp-content/uploads/2015/12/UWGRP-Guide-to-Outcomes-and-Logic-Models-6-8-15.pdf