Notice of Meeting for the
Strategic Partnerships for Community Services Advisory Board
of the City of Georgetown
March 21, 2019 at 5:15 PM
at City Hall Community Room, 808 Martin Luther King, Jr. St.

The City of Georgetown is committed to compliance with the Americans with Disabilities Act (ADA). If you require assistance in participating at a public meeting due to a disability, as defined under the ADA, reasonable assistance, adaptations, or accommodations will be provided upon request. Please contact the City Secretary's Office, at least three (3) days prior to the scheduled meeting date, at (512) 930-3652 or City Hall at 808 Martin Luther King Jr. Street, Georgetown, TX 78626 for additional information; TTY users route through Relay Texas at 711.

Regular Session

(This Regular Session may, at any time, be recessed to convene an Executive Session for any purpose authorized by the Open Meetings Act, Texas Government Code 551.)

A Roll Call --Jaquita Wilson, SPCS Advisory Board Chair

B Call to Order--Jaquita Wilson, SPCS Advisory Board Chair

C Nominations and election of Vice-Chair and Secretary of the SPCS Advisory Board. – Jaquita Wilson, SPCS Advisory Board Chair

D Review and discussion regarding the By-Laws for the Strategic Partnerships for Community Services and the City Council Attendance Policy for Board Members--Jaquita Wilson, SPCS Advisory Board Chair and Shirley Rinn, Board Liaison

E Consideration and possible action to approve the Minutes from the July 24, 2019, 2018 SPCS Advisory Board Meeting—Jaquita Wilson, Advisory Board Chair

F Overview and and possible action regarding the review of the grant cycle timeline, the Policy, Guidelines, Application, and Evaluation and Recommendation Process for the FY 2019-20 Strategic Partnerships for Community Services Grant Cycle--Jaquita Wilson, SPCS Board Chair and Shirley J. Rinn, Board Liaison

G Consideration and possible action to set dates and times for FY 2019-20 Partnerships for Community Services Advisory Board Meetings--Jaquita Wilson Board Chair

Adjournment

Adjourn

CERTIFICATE OF POSTING

I, Robyn Densmore, City Secretary for the City of Georgetown, Texas, do hereby certify that this Notice of Meeting was posted at City Hall, 808 Martin Luther King Jr. Street, Georgetown, TX 78626, a place readily accessible to the general public at all times, on the ______ day of __________________, 2019, at __________, and remained so posted for at least 72 continuous hours preceding the scheduled time of said meeting.
SUBJECT:  
Nominations and election of Vice-Chair and Secretary of the SPCS Advisory Board. – Jaquita Wilson,  
SPCS Advisory Board Chair

ITEM SUMMARY:  
Per the Bylaws of the Strategic Partnerships for Community Services Advisory Board (SPCS):

“Section 3.1 – Officers. The Board Officers are Chairman, Vice-Chairman and Secretary. The Chairman  
is appointed by the City Council during the annual appointment process. The other Board Officers are  
elected by a majority vote of the Members at the first meeting after the annual appointment process.”  
The Chair of the Board, Jaquita Wilson, will take the nominations from the floor, for position of Vice-
Chair and Secretary.

FINANCIAL IMPACT:  
N/A

SUBMITTED BY:  
Shirley Rinn for Jaquita Wilson, Board Chair
SUBJECT:
Review and discussion regarding the By-Laws for the Strategic Partnerships for Community Services and the City Council Attendance Policy for Board Members--Jaquita Wilson, SPCS Advisory Board Chair and Shirley Rinn, Board Liaison

ITEM SUMMARY:
The Board Bylaws and City Council Attendance Policy for Board Members is reviewed annually. The most recent set of Bylaws for the Strategic Partnerships for Community Services Advisory Board was approved by the City Council on October 11, 2016. Those By-Laws are attached for reference. Section 4.9 Attendance of the Bylaws of the Strategic Partnerships for Community Services Advisory Board states:

"Section 4.9. Attendance. Members are required to attend Board meetings prepared to discuss the issues on the agenda. A Member shall notify the Chairman and the Staff Liaison if the Member is unable to attend a meeting. Excessive absenteeism will be subject to action under Council policy and may result in the Member being replaced on the Board. See Ordinance Section 2.36.010D. Excessive absenteeism means failure to attend at least 75% of regularly scheduled meetings, including Board meetings and Subcommittee meetings. If a Member is removed from the Board that position shall be considered vacant and a new Member shall be appointed to the Board in accordance with Section 2.5 above."

Chapter 2.36 CITY COMMISSIONS, COMMITTEES, AND BOARDS, Section 2.36.010(D) – Duties of Members of the City of Georgetown Code of Ordinances, also addresses the City Council’s policy on attendance for Board Members:

SEC 2.36.010 DUTIES OF COMMISSION, COMMITTEE & BOARD MEMBERS

"D. Attendance by Members is integral to success of the commission, committee or board. It is Council policy to require a minimum of 75 percent attendance of each Member at each regularly scheduled meeting including subcommittee meetings. A Member shall be allowed two excused absences for the Member's personal medical care, required medical care of a Member's immediate family member (as defined by City Ordinance), or Member's military Service that shall not count against the 75 percent attendance requirement. Written notice shall be sent to a Member and the Member's City Council representative when it appears the Member may violate the attendance policy by being absent from more than 25 percent of regularly scheduled meetings, including subcommittee meetings. Excessive absenteeism may result in the Member being replaced by the Council. If a Member is removed from a committee, commission or board, that position shall be considered vacant and a new Member shall be appointed to the Board in accordance with Section 2.36.040"

The City Secretary and the Mayor review attendance and determine if warning or removal letters need to be sent to a Member that is in danger of or has violated the 75% Council mandated attendance policy. Absences are excused for medical reasons or military reasons. City Council and Staff Liaisons are notified if any letters are sent to a Member. Absences for any Special Meetings that are scheduled do not count toward the 75% Attendance Policy. The City of Georgetown values the volunteers that serve on its Commissions, Committees or Boards and is fortunate to have a multitude of citizens who apply to be a part of the public process by serving on
them. Accordingly, it is very important that the members who are appointed to be on a City of Georgetown Commission, Committee or Board understand the importance of their attendance and their participation at the regularly scheduled meetings of these Commission, Committee or Board meetings.

FINANCIAL IMPACT:
N/A

SUBMITTED BY:
Shirley Rinn for Jaquita Wilson, Board Chair

ATTACHMENTS:

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<td>By-Laws</td>
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CITY OF GEROGETOWN
STRATEGIC PARTNERSHIPS FOR COMMUNITY SERVICES
ADVISORY BOARD
BYLAWS

ARTICLE I. NAME AND PURPOSE

Section 1.1. Name. Strategic Partnerships for Community Services Advisory Board ("Board").

Section 1.2. Purpose. The City of Georgetown values partnerships with organizations that are committed to addressing our community’s greatest public challenges. The purpose of City funding to the nonprofit sector is to cultivate and sustain partnerships with 501(c)3 organizations that strengthen the City’s key priorities in the following areas: Public Safety; Transportation; Housing; Parks and Recreation; Veteran Services; and Safety Net. The Board will participate in the grant funding process, will review and evaluate applications submitted for City funds, and will make recommendations to the City Council in accordance with the policies and guidelines established by the City Council. See Ordinance Chapter 2.114.

ARTICLE II. MEMBERSHIP

Section 2.1. Number of Members. The Board will be comprised of five (5) Members.

Section 2.2. Eligibility. Each Member shall reside in the City of Georgetown corporate limits or the extraterritorial jurisdiction of the City. See Ordinance Chapter 2.114

Members shall be selected from the following categories including:

1. One member who is a CPA or Accountant, preferably with nonprofit financial background;
2. Two members with a strong working knowledge of local nonprofits;
3. One member with expertise in grant writing and/or grant evaluation; and
4. One citizen-at-large with relevant expertise in fields such as health care, education, etc.

If no qualified individuals are available, appointments may be made in accordance with the Code of Ordinances Chapter 2.36.030(G).
Section 2.3. Appointment of Board Members. Members of the Board shall be appointed pursuant to and in accordance with the City Charter.

Section 2.4. Terms of Office. Generally, terms of office for each Member shall be two (2) years. Generally, a Member may serve two (2) consecutive terms. Refer to Ordinance Section 2.36.030A for additional provisions regarding terms of office.

Section 2.5. Vacancies. Vacancies that occur during a term shall be filled as soon as reasonably possible and in the same manner as an appointment in accordance with the City Charter. If possible, the Member shall continue to serve until the vacancy is filled. An appointment to fill a vacated term is not included as a term for purposes of counting consecutive terms.

Section 2.6. Compensation and Expenditure of Funds. Members serve without compensation. The Board and its Members have no authority to expend funds or to incur or make an obligation on behalf of the City unless authorized and approved by the City Council. Members may be reimbursed for expenses authorized and approved by the City Council and the Board.

Section 2.7. Compliance with City Policy. Members will comply with City Ordinances, Rules and Policies applicable to the Board and the Members, including but not limited to Ethics Ordinance Chapter 2.20 and City Commissions, Committees and Boards Ordinance Chapter 2.36.

Section 2.8. Removal. Any Member may be removed from their position on the Board for any reason, or for no reason, by a majority vote of the City Council.

ARTICLE III. BOARD OFFICERS

Section 3.1. Officers. The Board Officers are Chairman, Vice-Chairman and Secretary. The Chairman is recommended by the Mayor and the City Council shall approve the recommendation by a vote of the majority of the Council during the annual appointment process. Should the Mayor fail to recommend a Chairman for each board, committee, or commission, and/or the Council fails to approve any Chairman recommended by the Mayor, a majority of the Council plus one may approve appointment of a Chairman to serve as Chairman without a recommendation of the Mayor. The other Board Officers are elected by a majority vote of the Members at the first meeting after the annual appointment process.
Section 3.2. Terms of Office for Board Officers. Board Officers serve for a term of one year. In the event of vacancy in the office of Chairman, the Vice-Chairman shall serve as Chairman until the City Council appoints a replacement Chairman. A vacancy in the other offices shall be elected by majority vote of the Members at the next regularly scheduled meeting, or as soon as reasonably practical for the unexpired term. If possible, a Board Officer shall continue to serve until the vacancy is filled.

Section 3.3. Duties.

a. The Chairman presides at Board meetings. The Chairman shall generally manage the business of the Board. The Chairman shall perform the duties delegated to the Chairman by the Board.

b. The Vice-Chairman shall perform the duties delegated to the Vice-Chairman by the Board. The Vice-Chairman presides at Board meetings in the Chairman’s absence. The Vice-Chairman shall perform the duties of the Chairman in the Chairman’s absence or disability.

c. The Secretary shall perform the duties delegated to the Secretary by the Board.

ARTICLE IV. MEETINGS

Section 4.1. Time and Date of Regular Meeting. The Board shall schedule all regular meetings in accordance with the requirements of the Board’s responsibilities.

Section 4.2. Agenda. Items may be placed on the agenda by the Chairman, the City Manager or designee, or at the request of a Member. The party (or individual) requesting the agenda item will be responsible for preparing an agenda item cover sheet and for the initial presentation at the meeting. Items included on the agenda must be submitted to the Staff Liaison no later than one week before the Board meeting at which the agenda item will be considered. Agenda packets for regular meetings will be provided to the Members in advance of the scheduled Board meeting. Agenda packets will contain the posted agenda, agenda item cover sheets, and written minutes of the last meeting.

Section 4.3. Special Meetings. Special meetings may be called by the Chairman or by three (3) Members.
Section 4.4. Quorum. A quorum shall consist of a majority of the Members. A quorum is required for the Board to convene a meeting and to conduct business at a meeting.

Section 4.5. Call to Order. Board meetings will be called to order by the Chairman or, if absent, by the Vice-Chairman. In the absence of both the Chairman and Vice-Chairman, the meeting shall be called to order by the Secretary, and a temporary Chairman shall be elected to preside over the meeting.

Section 4.6. Conduct of Meeting. Board meetings will be conducted in accordance with these Bylaws and City Council Meeting Rules and Procedures, as applicable to the Board. See Ordinance Chapter 2.24.

Section 4.7. Voting. Each Member shall vote on all agenda items, except on matters involving a conflict of interest, substantial financial interest or substantial economic interest under state law, the City’s Ethics Ordinance, or other applicable Laws, Rules and Policies. In such instances the Member shall make the required disclosures and shall refrain from participating in both the discussion and vote on the matter. The Member may remain at the dais or leave the dais, at the Member’s option, while the matter is being considered and voted on by the other Board Members. Unless otherwise provided by law, if a quorum is present, an agenda item must be approved by a majority of the Board Members present at the meeting.

Section 4.8. Minutes. A recording or written minutes shall be made of all open sessions of Board meetings. The Staff Liaison is the custodian of all Board records and documents.

Section 4.9. Attendance. Members are required to attend Board meetings prepared to discuss the issues on the agenda. A Member shall notify the Chairman and the Staff Liaison if the Member is unable to attend a meeting. Excessive absenteeism will be subject to action under Council policy and may result in the Member being replaced on the Board. See Ordinance Section 2.36.010D. Excessive absenteeism means failure to attend at least 75% of regularly scheduled meetings, including Board meetings and Subcommittee meetings. If a Member is removed from the Board that position shall be considered vacant and a new Member shall be appointed to the Board in accordance with Section 2.5 above.

Section 4.10. Public Participation. In accordance with City policy, the public is welcome and invited to attend Board meetings and to speak on any item on the agenda. A person wishing to address the Board must sign up to speak in accordance with the policy of the Council concerning participation and general public comment at public meetings. Sign-up
sheets will be available and should be submitted to the Chairman prior to the start of the meeting. If any written materials are to be provided to the Board, a copy shall also be provided to the Staff Liaison for inclusion in the minutes of the meeting. Speakers shall be allowed a maximum of three minutes to speak, but may take up to six minutes if another individual who signs up to speak yields the time to the speaker. If a person wishes to speak on an issue that is not posted on the agenda, they must file a written request with the Staff Liaison no later than one week before the scheduled meeting. The written request must state the specific topic to be addressed and include sufficient information to inform the Board and the public. A person who disrupts the meeting may be asked to leave and be removed.

**Section 4.11. Open Meetings.** Public notice of Board meetings shall be provided in accordance with the provisions of the Texas Open Meetings Act. All Board meetings and deliberations shall be open to the public, except for properly noticed closed session matters, and shall be conducted in accordance with the provisions of the Texas Open Meetings Act.

**Section 4.12. Closed Sessions.** The Board may conduct closed sessions as allowed by law, on properly noticed closed session matters, such as consultation with attorney on legal matters, deliberation regarding the value of real property, competitive utility matters, and economic development negotiations. A recording or certified agenda shall be made of all closed sessions of Board meetings.

**ARTICLE V. REPORTS TO CITY COUNCIL**

The Board shall meet with City Council, as requested, to determine how the Board may best serve and assist City Council. City Council shall hear reports from the Board at regularly scheduled Council meetings.

**ARTICLE VI. SUBCOMMITTEES**

**Section 6.1. Formation.** When deemed necessary by a majority of the Board, Subcommittees may be formed for specific projects related to Board matters. Subcommittees comprised of non-Members may only be formed with the prior consent and confirmation of the City Council.
Section 6.2. Expenditure of Funds. No Subcommittee, or member of a Subcommittee, has the authority to expend funds or incur an obligation on behalf of the City or the Board. Subcommittee expenses may be reimbursed if authorized and approved by the Board or by City Council.

Section 6.3. Open Meetings. Subcommittee meetings and deliberations shall be open to the public, except for properly noticed closed session matters, and shall be conducted in accordance with the provisions of the Texas Open Meetings Act.

ARTICLE VII. BYLAW AMENDMENTS

These Bylaws may be amended by majority vote of the Board Members at any regular meeting of the Board. The Board’s proposed amendments to the Bylaws must be approved by City Council at the next Council meeting after the Board’s approval. Bylaw amendments are not effective until approved by City Council.

Approved and adopted at a meeting of the City Council on the 11th day of October, 2016.

ATTEST: 

Shelley Nowling, City Secretary

THE CITY OF GEORGETOWN

Dale Ross, Mayor

Approved and adopted at a meeting of the Board on the 19th day of January, 2016, 2017.

ATTEST:

George Porter, Board Secretary

BOARD

Suzy Fukys, Board Chairman
SUBJECT:
Consideration and possible action to approve the Minutes from the July 24, 2019, 2018 SPCS Advisory Board Meeting—Jaquita Wilson, Advisory Board Chair

ITEM SUMMARY:
ATTACHMENTS:
1. Draft Minutes for the January 17, 2018 SPCS Advisory Board Meeting.

FINANCIAL IMPACT:
None

SUBMITTED BY:
Shirley J. Rinn for Jaquita Wilson, SPCS Advisory Board Chair

ATTACHMENTS:

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<td>DRAFT Minutes</td>
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Legislative Regular Agenda

A. Call to Order—Jaquita Wilson, SPCS Advisory Board Chair

The Meeting was called to Order at 9:15 a.m.

B. Roll Call—Jaquita Wilson, SPCS Advisory Board Chair

All Members were present.

C. Consideration and possible action to approve the Minutes from the June 18, 2018 SPCS Advisory Board Meeting—Alexia Griffin, Secretary

Motion by Douglas, second by Wilson to approve the Minutes from the June 18, 2018 SPCS Advisory Board Meeting. (Approved 5-0)

D. Discussion and possible action regarding the allocation recommendations to be made to the City Council for funding of the Strategic Partnerships for Community Services (SPCS) Grants—Jaquita Wilson, Board Chair

Wilson provided an introduction to the process for going through each of the applications. The Board Members also disclosed any potential conflicts of interest they may have with any of the agencies that applied for funding. Shirley Rinn provided an overview of the evaluation tool and the process for determining the allocation recommendations for the City Council.
The Board vetted Applications, including the following agencies and made the following recommendations:

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<tr>
<th>Agency</th>
<th>Recommendation</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Backpack Buddies</td>
<td>$15,000</td>
<td></td>
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<tr>
<td>Helping Hands of Georgetown, Inc.</td>
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<tr>
<td>Brookwood in Georgetown (BIG)</td>
<td>$28,249</td>
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<td>Williamson County Crisis Center dba Hope Alliance</td>
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<td>$38,000</td>
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<td>Boys and Girls Club of Georgetown</td>
<td>$25,000</td>
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<tr>
<td>Literacy Council of Williamson County</td>
<td></td>
<td>$17,800</td>
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<tr>
<td>Boys Scouts of America, Capital Area Council, San Gabriel District,</td>
<td>$12,000</td>
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<tr>
<td>Pack 2935</td>
<td>Lone Star Circle of Care***</td>
<td>$30,000</td>
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<tr>
<td>CASA of Williamson County, Texas</td>
<td>$18,200</td>
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<tr>
<td>Opportunities for Williamson &amp; Burnet Counties, Inc. (OWBC)</td>
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<td>$10,000</td>
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<tr>
<td>Faith in Action Caregivers</td>
<td>$36,600</td>
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<tr>
<td>Ride on Center for Kids (R.O.C.K)</td>
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<td>$30,000</td>
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<tr>
<td>Girls Empowerment Network</td>
<td>$10,000</td>
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<tr>
<td>Sacred Heart Community Clinic</td>
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<td>$20,000</td>
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<tr>
<td>Georgetown Community Service Center - The Caring Place</td>
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<tr>
<td>Samaritan Center for Counseling</td>
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<tr>
<td>Georgetown Project</td>
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<td>Senior Center at Stonehaven</td>
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<td>Goodwill Industries of Williamson County</td>
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<tr>
<td>The Locker</td>
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<td>$0</td>
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<tr>
<td>Habitat for Humanity of Williamson County**</td>
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**Total:** $213,449  
**Unused Funds:** $186,600  
**Overall Allocation:** $400,049
The Board also discussed the following related to four (4) of the agencies:

- Goodwill is not recommended to receive funding because the size of the grant requested would not make a substantial difference in local impact given the size of its national funding.

- Habitat for Humanity was not recommended to receive grant funding since it partners with the City to administer the City’s Home Repair Program.

- Helping Hand of Georgetown, Inc.’s recommended grant award is to be restricted to its Brown Bag Program.

- The Locker was not recommended for funding because of concerns for duplicative services and administrative overhead for the organization.

Motion by Griffin, second by Douglas to approve the recommended grant allocations for City Council consideration as discussed. (Approved 5-0)

The Board recommendations will go to the City Council August 14, 2018.

E. Discussion, review, and possible action regarding of the Williamson County Funders Common Grant Application and Program Budget and the City of Georgetown’s Program Addendum and Evaluation Tool — Jaquita Wilson, SPCS Advisory Board Chair

Wilson gave a quick recap of a meeting she had with the Williamson County Funders Group (Seeds of Strength, United Way, St. Davids, City of Georgetown, and Georgetown Health Foundation). She told the board that she as well as the group had concerns about how the grant applicants are responding to the questions in the Common Grant Application and whether or not the Funders are really getting the information they need in order to vet the applications. There was also some discussion regarding the possible use of a Letter of Intent as well as the Grant Application and Program Addendum and reviewing the current application materials to see if there is any way to streamline the grant application process.

F. Consideration and possible action to set dates and time for the next Strategic Partnerships for Community Services Advisory Board Meetings—Jaquita Wilson Board Chair

Meeting dates will be set in the future for the next Strategic Partnerships for Community Services Advisory Board Meeting to discuss the annual reports and the review of the Application Materials.

G. Adjourn

Motion by Griffin, Second by Haecker, was adjourned at 1:55 p.m.

Attest:

Alexia Griffin, Board Secretary

Jaquita Wilson, Board Chair
SUBJECT:
Overview and possible action regarding the review of the grant cycle timeline, the Policy, Guidelines, Application, and Evaluation and Recommendation Process for the FY 2019-20 Strategic Partnerships for Community Services Grant Cycle—Jaquita Wilson, SPCS Board Chair and Shirley J. Rinn, Board Liaison

ITEM SUMMARY:
An overview of the Strategic Partnerships for Community Services Grant Process will be provided and the Advisory Board will review the timeline and all related materials related to the grant application process. At July 24, 2018 Strategic Partnerships for Community Services Advisory Board Meeting, the chair, Jaquita Wilson, gave a quick recap of a meeting she attended with the Williamson County Funders Group (Seeds of Strength, United Way, St. Davids, City of Georgetown, and Georgetown Health Foundation). Wilson told the board that she as well as other members of the group had concerns about how the grant applicants are responding to the questions in the Common Grant Application and whether or not the Funders are really getting the information they need in order to vet the applications appropriately. During that meeting there was also some discussion regarding the possible use of a Letter of Intent in the future in addition to the Grant Application and Program Addendum and need to review the current application materials to see if there is any way to streamline the grant application process. There are also a couple of agencies who are no longer going to use the Common Grant Application.

This item will provide the Board the opportunity to discuss these issues and review all of the current application materials. Also, Georgetown Health Foundation recently updated their Letter of Intent and Application and a copy of the changes they implemented will be provided to the Advisory Board for their review.

In addition to the City of Georgetown's Application Materials, also attached to this coversheet are Georgetown Health Foundation's 2019 Grant Application as well as a copy of the proposed changes they utilized during their discussions that shows what was changed as compared to the previous grant application they utilized. We can utilize these materials as a starting point to discuss whether or not the Advisory Board would like to make changes to the current application materials.

FINANCIAL IMPACT:
N/A

SUBMITTED BY:
Shirley Rinn for Jaquita Wilson, Board Chair

ATTACHMENTS:

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<td>Current Program Budget Template</td>
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<td>Proposed Timeline</td>
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<td>Sample Evaluation Tool</td>
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<td>--------------------------------------------</td>
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<tr>
<td>GHF 2019 Grant Application</td>
<td>Backup Material</td>
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<tr>
<td>GHF Comparison of Changes on Grant Application and LOI</td>
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I. CRITERIA FOR SUPPORT – CURRENT STANDARDS:

A. Purpose Statement for City of Georgetown funding to the nonprofit sector

The City of Georgetown values partnerships with organizations that are committed to addressing our community’s greatest public challenges.

The purpose of City funding to the nonprofit sector is to cultivate and sustain partnerships with 501(c)3 organizations that strengthen the City’s key priorities in the following areas:

- Public Safety;
- Transportation;
- Housing;
- Parks & Recreation;
- Veteran Services; and,
- Safety Net.

B. Key Priority Areas Defined

Public Safety.
- While the City is Georgetown’s Public Safety leader (Fire & Police), public safety also encompasses a broad scope of work that makes this community safe for all.
  - Eligible organizations and programs may include those that contribute to safe neighborhoods such out of school time, youth empowerment, and neighborhood community centers.

Transportation.
- Eligible organizations include those that assist in meeting the transportation needs of Georgetown residents unable to access private transportation such as homebound seniors and youth under the age of 16 years.

Housing.
- Eligible organizations include those that offer emergency shelter, transitional or temporary housing, and affordable housing.
Parks & Recreation.

- Eligible organizations include those that provide affordable, accessible activities that enhance Georgetown residents’ health and well-being, including sports, fitness, and other recreational programs.

Veteran’s Services

- Support veteran programs and services within the community.

Safety Net.

- The City recognizes its responsibility to support efforts to address this community’s most pressing basic needs. Examples of basic needs include food insecurity, emergency financial assistance, mental/behavioral health care, substance abuse, domestic/family violence, and health care, including, but not limited to, dental and vision. Safety Net priorities will be based on ongoing analysis of unmet existing needs and emerging needs in this community, and may change over time.

II. IMPLEMENTATION POLICIES:

A. Appropriation of funds for Strategic Partnerships for Community Services does not encumber subsequent councils to continue appropriations for such funding, and does not imply that subsequent councils may provide such funding. Organizations receiving Strategic Partnerships for Community Services grants from the city are encouraged to identify additional and alternative sources of funding.

B. When evaluating applications for Strategic Partnerships for Community Services grant funding, the Council shall consider the portion of funding each organization receives from the City, with the objective of encouraging reliance on funding sources other than the City.

III. POLICY FOR ESTABLISHING FUNDING AMOUNTS

A. Expenditure targets per the City of Georgetown’s Fiscal and Budgetary Policy approved by the City Council on December 13, 2016:

The City has targeted funding for these programs to be $5.00 per capita, which may be adjusted to offset the effects of general inflation based upon CPI. If previous funding levels are higher than the targeted amount, and to avoid significant reductions in levels of funding, the City Council shall seek to attain this target chiefly through population growth. These funds will be allocated and paid according to the City Council’s grant funding policies and guidelines for Strategic Partnerships for Community Services that were approved by the City Council on April 14, 2015.

The proposed funding level for 2018/19 is $400,049, which is the same as in the previous year.

B. The Minimum Grant that may be applied for is $10,000.

C. The Maximum Grant that may be applied for is $50,000.
Instructions: Complete and submit this application along with attachments listed below. Please submit this coversheet with your application and insert a coversheet between each section of submitted documentation. Refer to individual funder’s grants processes to determine the deadline to submit this complete application, and to determine whether certain financial documents are required. Incomplete applications will not be considered.

CHECKLIST OF ATTACHMENTS
(Please submit with application)

☐ Addendum (specific to Funder). Funder Name: City of Georgetown

☐ Budget Information. Include:
  - Program/Project Budget (Excel template provided);
  - Actual Program/Project Budget for prior fiscal year (if applicable);
  - Proposed Organizational Budget for current fiscal year;
  - Organization budget for prior fiscal year.

☐ Key Staff list. Include titles, short bio, and length of time employed. Please speak specifically to the staff member(s) who will be directing the program and explain why her/his oversight positions the program for success.

☐ Board list. Specify the percentage of Board members that make a financial contribution to your organization. Under each individual Board member’s name, include:
  - place of business;
  - home address;
  - years with the organization.

☐ Citations and additional information (if applicable). This attachment may be used to cite any statistics/research, to define key terms and/or acronyms, and may include critical detail about your organization or program(s) not already in the grant (no marketing material, please).
  - If this proposal will fund collaborative work with Georgetown Independent School District staff and/or students, attach the District’s Letter of Approval of the PIE Partnership Proposal.

☐ 501(c)(3) IRS determination letter.

☐ Previous fiscal year financials in PDF format. Include:
  - balance sheet;
  - income statement;
  - year-to-date financials (balance sheet and income statement).

☐ Audited financials and Form 990 (both documents should reflect the same fiscal year). Refer to specific funder’s requirements.
  - audited financials;
  - Form 990;
  - N/A.
KEY TERMS DEFINED

Please refer to these terms as you respond to requests for information in the Organization Information, Organization Background, Program Request Information, and Evaluation sections of this application.

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>MISSION</td>
<td>A statement of the overall purpose of an organization – what you will do every day to make your vision a reality</td>
</tr>
<tr>
<td>VISION</td>
<td>A picture of the “preferred future;” a statement that describes how the community's future will look if the organization achieves its ultimate aims.</td>
</tr>
<tr>
<td>VALUES or GUIDING PRINCIPLES</td>
<td>General guidelines which set the foundation for how an organization will operate and run mission-related activities.</td>
</tr>
<tr>
<td>GOALS</td>
<td>Broad, long-term aims that define accomplishment of the mission (in a particular work area).</td>
</tr>
<tr>
<td>STRATEGIC DIRECTION</td>
<td>The main themes/focuses/areas that will lead the organization toward accomplishing its MISSION.</td>
</tr>
<tr>
<td>STRATEGY</td>
<td>A plan/activity required to achieve and OUTCOME.</td>
</tr>
<tr>
<td>ACTION STEPS</td>
<td>Specific steps to be taken to implement a strategy: who is involved, what is needed, when this will happen</td>
</tr>
<tr>
<td>OUTCOME</td>
<td>Specific, attainable, realistic result that shows the accomplishment of a strategy.</td>
</tr>
</tbody>
</table>
## Organization Information

<table>
<thead>
<tr>
<th>Organization Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Name (if different)</td>
<td></td>
</tr>
<tr>
<td>Year Founded</td>
<td></td>
</tr>
<tr>
<td>Mailing Address</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
</tr>
<tr>
<td>Website</td>
<td></td>
</tr>
<tr>
<td>Federal Tax ID #</td>
<td></td>
</tr>
<tr>
<td>CEO or Executive Director (include title if other than “CEO” or “ED”)</td>
<td></td>
</tr>
<tr>
<td>Phone Number &amp; Email Address</td>
<td></td>
</tr>
<tr>
<td>Organization Mission</td>
<td></td>
</tr>
<tr>
<td>Organization Vision</td>
<td></td>
</tr>
<tr>
<td>Total Request Amount</td>
<td></td>
</tr>
<tr>
<td># of Current Population Served by Organization (unduplicated individuals and geographic area(s) – cities, counties, etc.)</td>
<td></td>
</tr>
<tr>
<td># of Target Population Served through this Program Request (unduplicated individuals and geographic area(s) – cities, counties, etc.)</td>
<td></td>
</tr>
<tr>
<td>Program Name</td>
<td></td>
</tr>
<tr>
<td>Description of the Request (1000 character max. Include main objectives, rationale, methods to accomplish your objectives, and anticipated results.)</td>
<td></td>
</tr>
</tbody>
</table>

## Contact Information

<table>
<thead>
<tr>
<th>Name, Title</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Email, Phone</td>
<td></td>
</tr>
</tbody>
</table>
Organization Background

The first five questions in this section were adopted from Charting Impact, developed by the Better Business Bureau Wise Giving Alliance, GuideStar USA, and Independent Sector. We chose to use these five questions because they have been thoroughly tested and encourage strategic thinking.

**Remember to answer all questions in this section at the organization level, NOT the program level.** Be sure to cite all statistics and research in a separate attachment.

**Note:** Character maximums include spaces. 2,000 characters with spaces is approximately equivalent to 325 words.

1. **What is your organization striving to accomplish?**
   Clearly and concisely state your organization's ultimate goal for intended impact. Identify the groups or communities you aim to assist, the needs your work is addressing, and your expected outcomes. Examine how your goals for the next three to five years (or an alternate timeframe specified in your answer) fit within your overall plan to contribute to lasting, meaningful change. When finished ask yourself, "If someone unfamiliar with our work were to read this, would they have a clear definition of what long-term success means for my organization?" (2,000 character max.)

2. **What are your strategies for making this happen?**
   Describe your organization's strategies for accomplishing the long-term goals you cited in your previous answer. Specify the broad approaches you employ and why your organization believes these methods will benefit your target population or advance your issue. State near-term activities that serve as important building blocks for future success, explaining how these elements strengthen your organization's strategic approach. (2,000 character max.)

3. **What are your organization's capabilities for doing this?**
   Detail the resources, capacities, and connections that support your progress toward long-term goals. While describing your organization's core assets, identify both internal resources (including, but not limited to, staff, budget, and expertise) and external strengths (including partnerships, collaborations, networks, and influence) that have contributed to, or will contribute in the future to, the accomplishment of these goals. (2,000 character max.)

4. **How will your organization know if you are making progress?**
   Explain how your organization assesses progress toward your intended impact. Identify milestones that signal progress and success. Describe your assessment and improvement process: the methods you use as you monitor key indicators and how your organization uses that information to refine your efforts. (2,000 character max.)

5. **What have and haven't you accomplished so far?**
   Demonstrate recent progress toward your long-term goals by describing how your near-term objectives are propelling your organization toward your ultimate intended impact. Go beyond the outputs of your work to make clear how these outcomes are contributing to fulfilling long-term goals. In describing both outcomes achieved and those not yet realized, include what your organization has learned about what does and doesn't work, what risks and obstacles exist, and what adjustments to goals, strategies, or objectives have been made along the way. (2,000 character max.)
Program Request Information

Note: If you have already provided appropriate responses to any of the questions below in the previous Organization Background section, simply type, “Answered in # ___ of the Organization Background section.” This section focuses on the program(s) for which you are requesting funding. Be sure to include the most recent data you have available to support your request.

1. Describe the program for which you are requesting funding, and the cause/issue it seeks to address. Detail the strategies, resources, capacities, and connections that support your progress toward the program’s identified goals. Provide evidence to support the strategies you employ within the program that reinforce your organization’s long-term goals, and whether such strategies have been proven effective by research. (2,000 character max.)

2. Present data that substantiates the need for the services you wish to provide. Describe the need for services and the tools you use to identify need. If you have wait lists for your services, describe the reasons or conditions that necessitate the wait lists, and how you prioritize them. (2,000 character max.)

3. Provide program service costs (direct and indirect) in the table below and describe how you arrived at your service cost.

Program Service Costs (Note: Table below will expand should you need to include additional comments/clarifications.)

<table>
<thead>
<tr>
<th>Unduplicated Individuals Served</th>
<th>Total Program Costs</th>
<th>Cost Per Unduplicated Individual</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. How will you make the program visible to those who would benefit from it? Specify whether the program is new or existing. If the program is new, how do you plan to promote it? If the program already exists, how are you currently promoting it? (1,000 character max.)

5. How do you coordinate, cooperate, or collaborate with other agencies to achieve your program goals? Specifically highlight those organizations with which you have formalized agreements, such as Letters of Commitment or Memoranda of Understanding. (2,000 character max.)

- **Coordination.** Harmonious functioning of parts for effective results. Helping each other but not changing the basic way of doing business.

- **Cooperation.** Common effort and association for the purpose of common benefit. Helping each other in specific ways.

- **Collaboration.** To work jointly with others on a common goal that is beyond what any one group can accomplish alone. (adapted from: Forest, C. Empowerment skills for family workers: A worker handbook. Cornell University, 2003.)

6. Briefly describe what sets you apart from other nonprofits in the area and why your organization is best situated to provide this service. (2,000 character max.)
Evaluation

Define the primary goal or goals (up to 3) you hope to achieve through this funding for your program. The goal identified below should be attainable within a 12-month period, and must relate to goals/outcomes articulated in the Program Request section of this proposal. In this section, state your goal and provide your rationale for why it is ambitious both externally and internally. To demonstrate that the goal is attainable, outline the inputs, activities, outputs, outcomes, and performance measures. Definitions of each are listed below.

**GOAL:** What will this funding help you accomplish?

*Example:* Provide dental services to 34 unduplicated Granger residents who are living in poverty and who have not received dental care in the past 12 months.

**Ambitious-External:** Why did you select this number/percentage as your goal? Please provide current, comparative data that demonstrates that your goal is ambitious in light of the situation in your area. Credible data sources include [www.healthywilliamsoncounty.org](http://www.healthywilliamsoncounty.org), Georgetown Health Foundation’s 2015 Southeast Georgetown Needs Assessment, US Census, American Community Survey, Data USA, etc.

*Example:* According to DATA USA, which pulls data from the 2015 American Community Survey, there are 1,583 residents in Granger and 21.7% or 344 residents are living in poverty. Our goal to provide dental services to 34 unique Granger residents who are living in poverty and who have not received dental care in the past 12 months or more is ambitious externally because it will provide services to 10% of Granger’s residents living in poverty. Further, the Centers for Disease Control show that only 58% of all Texas adults have visited a dentist in the past year, which is lower than the national average of 62%. *(Note: Because of Granger’s size and location, this is the best data we are able to compile.)* Our goal to provide services to Granger residents will increase the percentage of adults receiving dental care in Texas, which is lower than the national average.

**Ambitious-Internal:** Why did you select this number/percentage as your goal? Please explain why this goal is ambitious in light of your organization’s capacity.

*Example:* Our goal of serving Granger residents is ambitious internally because it will be our first attempt at serving a rural community outside of our usual Round Rock/Taylor service area.

**Inputs:** Resources – human, financial, organizational, community – that a program or organization commits to an effort.

*Example:* If funded, this grant will allow us to hire an additional part-time Health Navigator from the Granger community. The Health Navigator will have access to all organizational and community resources including professional development opportunities, office equipment, administrative support, materials (see Budget for more detail).

**Activities:** What activities will support or accomplish your goals?

*Example:* The additional part-time Health Navigator will conduct outreach presentations at the three Granger churches, at family activities at the Granger School and at community events at Granger Lake. The Health Navigator will also provide case management to the 34 Granger residents served through this grant.
**Outputs:** What do you expect these activities to produce? Outputs are often quantitative measures such as # of participants, # of sessions held, # of encounters, so be sure to include anticipated benchmarks that will gauge your progress.

Example: 34 unique Granger residents who are living in poverty and who have not received dental care in the past 12 months or more will receive dental care during this grant period.

**Outcomes:** Specific, attainable, realistic result that shows the accomplishment of the strategy. What benefits, impact, or changes in behavior, knowledge, skills, and/or attitudes for participants do you anticipate will result from completion of the activities?

Example: The percentage of Granger residents who are living in poverty and who receive dental care during the 12 months of this grant period will increase by 10%.

**Performance Measures:** How will you know when you have accomplished your goal? How will you measure and quantify results?

Example: Number of unique Granger residents who receive dental care through our organization’s services during this grant period.

<table>
<thead>
<tr>
<th>GOAL:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ambitious - External</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Ambitious - Internal</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Inputs</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Activities</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Outputs</strong> (include quantitative projections, such as anticipated numbers served)</td>
<td></td>
</tr>
<tr>
<td><strong>Outcomes</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Performance Measures</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
GOAL:

<table>
<thead>
<tr>
<th>Ambitious - External</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Ambitious - Internal</td>
<td></td>
</tr>
<tr>
<td>Inputs</td>
<td></td>
</tr>
<tr>
<td>Activities</td>
<td></td>
</tr>
<tr>
<td>Outputs (include quantitative projections, such as anticipated numbers served)</td>
<td></td>
</tr>
<tr>
<td>Outcomes</td>
<td></td>
</tr>
<tr>
<td>Performance Measures</td>
<td></td>
</tr>
</tbody>
</table>
**ORGANIZATIONAL SUPPORT**

**SOURCES OF ORGANIZATIONAL SUPPORT (Prior Fiscal Year)**

*The purpose of this section is to provide a top line overview of your funding.*

<table>
<thead>
<tr>
<th>Sources</th>
<th>Name(s) of Funder(s)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation Grants</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Individual Contributions</td>
<td>N/A – no need to disclose the names of individual donors.</td>
<td></td>
</tr>
<tr>
<td>Corporate Foundation Support/Grants</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Government Grants</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fundraising Efforts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Service Revenue</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investment Income</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Membership Income</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (specify)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CURRENT FISCAL YEAR DATES:**

In your current fiscal year, what are your top 5 external sources of organizational support? Please list specific funding entities and award amounts, indicating whether the funds are pending or in-hand. If a top source is an individual donor, state “individual donor” with award amount.

1.  
2.  
3.  
4.  
5.  

Williamson County Funders  
2019-20 Common Program Grant Application  
Page 9 of 10
What are your cash reserves? How many months could you operate at your continued budget level?

What are your plans to ensure that the work described in this proposal is continued and supported beyond this grant cycle? (1,000 character max.)
City of Georgetown
STRATEGIC PARTNERSHIPS FOR COMMUNITY SERVICES
FY 2019-2020 Program Addendum

Responses to the prompts below will be reviewed to make an initial determination regarding an organization’s eligibility for City of Georgetown funding.

Name of Organization:

Amount Requested ($10,000-$50,000):

<table>
<thead>
<tr>
<th>Program Addendum</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Describe how the proposed program aligns with one or more of the City’s priority areas (Public Safety, Transportation, Housing, Veteran’s Services, Parks &amp; Recreation, Safety Net). 500 character max.</td>
</tr>
<tr>
<td>2. To what extent do you educate and empower your target population toward self-sufficiency? If this question does not apply to your request, insert “N/A”. 500 character max.</td>
</tr>
<tr>
<td>3. Does your organization currently receive any other monetary or in-kind assistance from the City of Georgetown, including, but not limited to, subsidies for utilities, rent, or other services. 500 character max.</td>
</tr>
<tr>
<td>4. Does this program provide opportunities for matching or incentive funds within your organization or from other grantees? 500 character max.</td>
</tr>
<tr>
<td>5. Provide the total numbers served and the total number of Georgetown citizens served. 500 character max.</td>
</tr>
</tbody>
</table>
# Program Budget

City of Georgetown Grant Application for 2019-2020

This format is required. Please enter your information into the shaded cells for rows applicable to the program for which you are requesting funding. Use the column titled “Detail for this Grant Request” to show specifically how our grant will be used in your Program Budget. If needed, there is space at the bottom to include narrative explaining your numbers & assumptions.

## Name of Organization:

<table>
<thead>
<tr>
<th>Revenue/Support for this Program or Project</th>
<th>Total Program or Project Budget</th>
<th>Detail for this Grant Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual contributions</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Fundraisers &amp; Special Events</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Program/Service Revenues</td>
<td>$ -</td>
<td>$ -</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Government, Foundation, Corporate Grants or Other (list below; describe in narrative/notes if more space is needed)</th>
<th>$ -</th>
<th>$ -</th>
</tr>
</thead>
</table>

| Total Revenue/Support (calculated for you or enter your own total) | $ - | $ - |

## Expenses for this Program or Project

<table>
<thead>
<tr>
<th>Total Amount</th>
<th>Grant Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries, benefits and related taxes</td>
<td>$ -</td>
</tr>
<tr>
<td>Consultants and professional fees</td>
<td>$ -</td>
</tr>
<tr>
<td>Professional development including travel, lodging</td>
<td>$ -</td>
</tr>
<tr>
<td>Equipment</td>
<td>$ -</td>
</tr>
<tr>
<td>Supplies and supporting materials</td>
<td>$ -</td>
</tr>
<tr>
<td>Printing, copying, phone, internet, fax, postage</td>
<td>$ -</td>
</tr>
<tr>
<td>Mortgage or Rent, and Utilities</td>
<td>$ -</td>
</tr>
<tr>
<td>Fundraising Expenses</td>
<td>$ -</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other (list below and describe in narrative/notes if more space is needed)</th>
<th>$ -</th>
<th>$ -</th>
</tr>
</thead>
</table>

| Total Expense (calculated for you or enter your own total) | $ - | $ - |

| Difference (Revenue/Support less Expense) | $ - | $ - |

## Narrative/Notes:

Please use as many lines as needed for further explanation of budget items above.

1. 
2. 
3. 
4. 

Page 31 of 56

Page 1 of 2
# Program Budget

City of Georgetown Grant Application for 2019-2020

This format is required. Please enter your information into the shaded cells for rows applicable to your program/project.

Use the "Other" sections to provide data for other types of revenue or expense in your program or project budget.

Show specifically how our grant is used. Include narrative at the bottom to explain your numbers & assumptions, as needed.

---

**Name of Organization:** ABC Organization  
**Budget Period From:** 10/1/2019  
**To:** 9/30/2020

<table>
<thead>
<tr>
<th>Revenue/Support for this Program or Project</th>
<th>Total Program or Project Budget</th>
<th>Detail for this Grant Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual contributions</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Fundraisers &amp; Special Events</td>
<td>$ 1,000.00</td>
<td>$ -</td>
</tr>
<tr>
<td>Program/Service Revenues</td>
<td>$ 10,000.00</td>
<td>$ -</td>
</tr>
</tbody>
</table>

Government, Foundation, Corporate Grants or Other (list below; describe in narrative/notes if more space is needed):

- **Foundation Grants**  
  - $ 25,000.00
- **City of Anytown**  
  - $ 5,000.00
- **XYZ Corporation**  
  - $ 8,000.00
- **Member Dues**  
  - $ 1,000.00

**Total Revenue/Support** (calculated for you or enter your own total)

- $ 50,000.00

<table>
<thead>
<tr>
<th>Expenses for this Program or Project</th>
<th>Total Amount</th>
<th>Grant Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries, benefits and related taxes</td>
<td>$ 19,000.00</td>
<td>$ 5,000.00</td>
</tr>
<tr>
<td>Consultants and professional fees</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Professional development including travel, lodging</td>
<td>$ 500.00</td>
<td>$ -</td>
</tr>
<tr>
<td>Equipment</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Supplies and supporting materials</td>
<td>$ 200.00</td>
<td>$ -</td>
</tr>
<tr>
<td>Printing, copying, phone, internet, fax, postage</td>
<td>$ 200.00</td>
<td>$ -</td>
</tr>
<tr>
<td>Mortgage or Rent, and Utilities</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Fundraising Expenses</td>
<td>$ -</td>
<td>$ -</td>
</tr>
</tbody>
</table>

Other (list below and describe in narrative/notes if more space is needed):

- **General Liability Insurance**  
  - $ 100.00
- **Scholarships**  
  - $ 30,000.00

**Total Expense** (calculated for you or enter your own total)

- $ 50,000.00

**Difference (Revenue/Support less Expense)**

- $ -

**Narrative/Notes:** Please use as many lines as needed for further explanation of budget items above.

1. Applied for $10,000 grant from the X Foundation. Response due May 1.
2. Salaries for: Part-time coordinator $9,000; Part-time instructor $10,000
3.
4.
<table>
<thead>
<tr>
<th>Dates</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 26, 2019</td>
<td>Board Appointments</td>
</tr>
<tr>
<td>March 21, 2019</td>
<td>First Meeting for the Board to elect officers, set meeting schedule, review bylaws, policy and guidelines, grant cycle timeline, application and scoring materials for Grant process.</td>
</tr>
<tr>
<td>March 25, 2019 to April 26, 2019</td>
<td>SPCS Advisory Board Meeting(s) to discuss and review application process. (If review is completed early, Grant Applications can be made available prior to April 29, 2019); Also to review Annual Reports for FY 2018-19.</td>
</tr>
<tr>
<td>April 29, 2019</td>
<td>Grant Applications mailed to current recipients and others who have requested information during course of the year.</td>
</tr>
<tr>
<td>April 29, 2019</td>
<td>Grant Application Materials placed on the City of Georgetown Website</td>
</tr>
<tr>
<td>June 3, 2019</td>
<td>Deadline for Return of Applications</td>
</tr>
<tr>
<td>June 3-7, 2019</td>
<td>Schedule SPCS Board Meeting to review applications for completeness and assign primary reviewer for applications.</td>
</tr>
<tr>
<td>June 14, 2019</td>
<td>Completed Applications and Evaluation Rubric to Boardmembers.</td>
</tr>
<tr>
<td>July 15-August 2, 2019</td>
<td>Schedule SPCS Advisory Board Meeting(s) as necessary in order for the Board to review and discuss grant applications, and make grant allocation recommendations to be presented to the City Council.</td>
</tr>
<tr>
<td>August 13, 2019 or August 27, 2019</td>
<td>Recommendations from the SPCS Advisory Board to be presented to the City Council for approval.</td>
</tr>
<tr>
<td>September 26, 2019</td>
<td>Approval of Funding Agreements by the City Council (After 2nd Reading of Budget Ordinance)</td>
</tr>
<tr>
<td>October 1, 2019</td>
<td>New Budget Year</td>
</tr>
<tr>
<td>November-December 2019 or January 2020</td>
<td>SPCS Advisory Board Meeting to review Annual Reports</td>
</tr>
<tr>
<td>Score (1 - 5)</td>
<td>Weight</td>
</tr>
<tr>
<td>---------------</td>
<td>--------</td>
</tr>
<tr>
<td>1. Duplicate Effort?</td>
<td>0.03</td>
</tr>
<tr>
<td>2. Other Funding Sources (total $)</td>
<td>0.02</td>
</tr>
<tr>
<td>3. Does this proposal meet a critical need in the City of Georgetown (i.e. do other resources exist that already meet this need?) Is there a critical mass of community members needing these services to justify the funding?</td>
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<td>4. Rate the impact of the funding. Are the goals reasonable and can they be measured reasonably? See Evaluation Section of Application.</td>
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<td>5. Rate the organization’s capacity to evaluate itself. Consider how the organization monitors progress in meeting its goals/objectives and accomplishing its mission. <strong>See Evaluation Section and #4 in Organization Background Section.</strong></td>
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<td>6. Rate the financial health of the organization, including the diversification of funding streams, cash reserves, budget(s), financials, and review of audit/990.</td>
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<td>7. Rate the proposal’s alignment to the City of Georgetown Policy and Guidelines. Does it meet one or more of our strategic priorities (Public Safety, Transportation, Housing, Parks &amp; Recreation, Veteran Services, and Safety Net)?</td>
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<td>8. Rate the stability of the organization. For example, consider its lifecycle stage and ability to adapt to a changing environment. Is it a learning organization? Does it demonstrate an understanding of external forces that impact its work?</td>
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<td>9. Rate how strongly you view this organization and proposal overall. Clarify whether to fund, and to what extent.</td>
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**Score (1 - 10)**

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**TOTAL WEIGHTED SCORE**

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2019 GHF Annual Grant Application

Georgetown Health Foundation

General Instructions
Congratulations on your advancement to the full application stage!

Please complete Sections 6-12 of this application and submit by the deadline. Sections 1-5, which you submitted in the LOI, are included for reference and are "read only."

Program Name
Program Name*
Character Limit: 100

LOI - 1. About Your Organization
1a. Organization Mission
Character Limit: 500

1b. Organization Vision
Character Limit: 1000

1c. Date of Incorporation
Character Limit: 10

1d. Describe your organization's scope of work
Character Limit: 2500

1e. Describe your organization's target population
Character Limit: 1000

1f. How many unique individuals did your organization serve during the prior fiscal year?
Character Limit: 100

1g. What geographic area does your organization serve?
Character Limit: 500
LOI - 2. Commitment to Georgetown

2a. Is your organization's main office located in Georgetown?
   Choices
   Yes
   No

   If no,
   where is your organization's main office located? Do you maintain a satellite office in Georgetown? What is the address of the Georgetown-based satellite office?
   *Character Limit: 1000*

2b. What year did your organization start serving Georgetown?
   *Character Limit: 10*

2c. Describe your organization's work in Georgetown
   *Character Limit: 1500*

2d. Number of unique Georgetown Residents Served during the Prior Fiscal Year
   Out of the total number of unique individuals your organization served during the prior fiscal year (see Q1f), how many were Georgetown residents?
   *Character Limit: 10*

2e. Please select the zip codes your organization serves
   Choices
   78626
   78628
   78633
   78673
   78674
   78634

LOI - 3. Funding Request

3a. Amount requested
   *Character Limit: 20*

3b. Please describe how GHF grant funds will be used, if awarded.
   *Character Limit: 1000*
3c. Alignment with GHF's Mission, Vision, Strategic Priorities, and Target Population
Describe how your organization and this funding request aligns with GHF's Mission, Vision/Vision Philosophy, Strategic Priorities, and Target Population. Specifically identify the target population with which you will be working.

Character Limit: 3000

3d. Alignment with GHF's Strategic Priorities
Check all the strategic priorities below that will be addressed through this proposal, if funded.

Choices
Transportation
Affordability and availability of quality housing
Access to college readiness programs and post-secondary education
Accessibility of daycare, afterschool programs, and play for children
Equitable access to healthy foods and nutrition education
Greater economic security
Access to affordable dental care
Availability and accessibility of quality mental health services

LOI - 4. Prior Relationship with GHF
4a. Have you ever received a GHF grant, sponsorship, or other financial support?
Choices
Yes
No

If yes,
please list years, amounts, and type of funding (grant, sponsorship, other financial support) your organization has received from GHF.

Character Limit: 1000

4b. Do you receive a rent subsidy from GHF?
Choices
Yes
No

If yes,
include the location/address of the property and the current monthly rent per your lease agreement.

Character Limit: 250

4c. Does your organization reserve the GHF Community Rooms?
Choices
Yes
No

**If yes,**
please describe your need for using the rooms and how often you have used them over the last 12 months.

*Character Limit: 500*

---

**LOI - 5. Financial Overview**

**5a. UPLOAD: Most Recent Audit.**
Include all formal communication received from the audit firm in relation to the financial statement audit. If you are applying for less than $25,000 and if your organization has not commissioned an audit, GHF will accept a CPA prepared financial statement review. As with the audit, upload all formal communication received from the firm in relation to the review.

**NOTE:** All documents must be uploaded as one PDF.

*File Size Limit: 10 MB*

---

**6. Organizational Strategy & Capacity**

The following questions (6a-6e) were adopted from Charting Impact, developed by the Better Business Bureau Wise Giving Alliance, GuideStar USA, and Independent Sector. We chose to use these five questions because they have been thoroughly tested and encourage strategic thinking.

**Remember to answer Questions 6a-6e at the organizational level, not the program level.** Be sure to cite all statistics and research in a separate document then upload the document into Question 12a.

**6a. What is your organization striving to accomplish?**

Clearly and concisely state your organization's ultimate goal for intended impact. Identify the groups or communities you aim to assist, the needs your work is addressing, and your expected outcomes. Examine how your goals for the next three to five years (or an alternate time frame specified in your answer) fit within your overall plan to contribute to lasting, meaningful change. When finished ask yourself, "If someone unfamiliar with our work were to read this, would they have a clear definition of what long-term success means for my organization?"
6b. What are strategies for making this happen?*
Describe your organization's strategies for accomplishing the long-term goals you cited in 6a. Specify the broad approaches you employ and why your organization believes these methods will benefit your target population or advance your issue. State near-term activities that serve as important building blocks for future success, explaining how these elements strengthen your organization's strategic approach.

Character Limit: 2000

6c. What are your organization's capabilities for doing this?*
Detail the resources, capacities, and connections that support your progress toward long-term goals cited in 6a. While describing your organization's core assets, identify both internal resources (including, but not limited to, staff, budget, and expertise) and external strengths (including partnerships, collaborations, networks, and influence) that have contributed to, or will contribute in the future to, the accomplishment of these goals.

Character Limit: 2000

6d. How will your organization know if you are making progress?*
Explain how your organization assesses progress toward your intended impact cited in 6a. Identify milestones that signal progress and success. Describe your assessment and improvement process: the methods you use as you monitor key indicators and how your organization uses that information to refine your efforts.

Character Limit: 2000

6e. What have and haven't you accomplished so far?*
Demonstrate recent progress toward your long-term goals cited in 6a by describing how your near-term objectives are propelling your organization toward your ultimate intended impact. Go beyond the outputs of your work to make clear how these outcomes are contributing to fulfilling long-term goals. In describing both outcomes achieved and those not yet realized, include what your organization has learned about what does and doesn't work, what risks and obstacles exist, and what adjustments to goals, strategies, or objectives have been made along the way.

Character Limit: 2000

6f. Organization Staff*
How many staff does your organization have? What is the percentage of staff turnover during the last 12 months? What are the primary contributors to staff turnover?

Character Limit: 1000
6g. UPLOAD: Key Staff List*
Include titles, short bio, and length of time employed. Please speak specifically to the staff member(s) who will be directing the proposed work and explain why her/his oversight positions the work or success.

*File Size Limit: 2 MB

6h. Organization Board of Directors*
How many Board of Directors does your organization have? What is the percentage of board turnover during the last 12 months? What are the primary responsibilities of your Board of Directors?

*Character Limit: 2000

6i. UPLOAD: Board List*
List individual board member’s name, place of business, home address, and years with the organization. Specify the percentage of board members that make a financial contribution to your organization.

*File Size Limit: 2 MB

7. Georgetown Community Responsiveness

7a. How is your organization responding to the changing environment?*
Describe how your organization is responding to the changing Georgetown community needs, changing client needs, and changes in the professional field. Provide a recent example.

*Character Limit: 2000

7b. What makes your Georgetown efforts unique to the community?*
Briefly describe what sets your work apart from other nonprofits in the area and why your organization is best situated to provide this service.

*Character Limit: 1000

7c. Publicizing and Recruiting*
If funded, how, when, and where will you publicize/recruit to ensure maximum participation by Georgetown residents?

*Character Limit: 2000

7d. Considering the program locale, how are transportation and accessibility addressed?*

*Character Limit: 2000

The 2015 GHF Needs Assessment revealed participants’ experience with unequal treatment due to race, citizenship, education, and socioeconomic status. They also expressed a desire to have
more voice in decisions that impact them. Questions 7e-7g are designed to help GHF understand your organization's cultural competencies. A culturally competent organization is one that seeks to understand and accommodate diverse groups of people and applies that knowledge to its standards, policies, and practice.

7e. How do you ensure that your staff and board represent the population you serve in Georgetown?*

Character Limit: 2000

7f. Please describe your organization's cultural competencies. Examples of indicators include:*  

- Understands how our cultural backgrounds (including ability, age, gender, educational attainment, race, religion, sexual orientation, socioeconomic status, etc.) affect our responses to others  
- Does not assume that all members of certain groups share the same characteristics, beliefs, or practices  
- Acknowledges how past experiences affect present interactions  
- Actively eliminates prejudice in policies and practices  
- Allocates resources for cultural awareness, sensitivity, and understanding  
- Mitigates cultural differences to ensure services are visible to all who need them, and that all are welcome

Character Limit: 2000

7g. Client Feedback Loop(s)*  
Have you established communication protocols that allow clients to give feedback about their experiences with your organization and programs? If so, how is this feedback collected and used to improve your service delivery? If not, do you have future plans to do so?

Character Limit: 2000

7h. Contributions to the community of Georgetown (optional)  
How does your organization contribute to Georgetown's perception of itself as a:

- Community of volunteers;  
- Community of excellence;  
- Community of intergenerational opportunities;  
- Community of compassion?

Character Limit: 2000
8. Proposed Program Details

8a. Description of Proposed Program*
Describe the program for which you are requesting funding and the issue it seeks to address. Detail the strategies, resources, capacities, and connections that support your progress toward the program's identified goals. Provide evidence to support the strategies you employ within the program that reinforce your organization's long-term goals, and whether such strategies have been proven effective by research.

*Character Limit: 2000

8b. Proposed Impact*
How does this program prevent/eliminate/reduce the issue OR educate/rehabilitate/maintain a person affected by the issue?

*Character Limit: 2000

8c. How do you determine the Georgetown community's need for this program?*

*Character Limit: 2000

8d. UPLOAD: Budget for Proposed Program*
Upload the budget for your proposed program using the template provided here.

File Size Limit: 2 MB

8e. UPLOAD: Actual Program Budget for Prior Fiscal Year*

File Size Limit: 2 MB

9. Evaluation

Grant Period: New for 2019, the grant period for all GHF Annual Grants is July 1, 2019 - June 30, 2020.

9a. Number of Georgetown Residents to be Served by this Grant.*

*Character Limit: 6

State the primary goal(s) (up to 3) you hope to achieve through this funding. The goal(s) should be attainable within a 12-month period, and must relate to the goals/strategy you articulated in Section 6 of this proposal. Additionally, state your rationale for why your goal(s) is ambitious. To demonstrate that the goal is attainable, outline the inputs, activities, outputs, outcomes, and performance measures. Details and examples are included below.

GOAL: What end result would this grant support?
Example: Provide dental services to 34 unique Granger residents who are living in poverty.
Ambitiousness: Why did you select this goal?
Provide current, comparative data that demonstrates ambitiousness in light of the situation in your area. Credible data sources include www.healthywilliamsoncounty.org, Georgetown Health Foundation’s 2015 Southeast Georgetown Needs Assessment, US Census, American Community Survey, etc.

Example: According to the 2015 American Community Survey, there are 1,583 Granger residents and 21.7% or 344 residents are living in poverty. Further, the Centers for Disease Control (2017) show that only 58% of all Texas adults have visited a dentist in the past year, which is lower than the national average of 62%. Our goal is ambitious because it will provide services to 10% of Granger’s residents living in poverty and will increase the overall percentage of adults receiving dental care in Texas.

Inputs: What resources (human, financial, organizational, community, etc.) will be committed to this goal?
Example: If funded, this grant will allow us to fund an additional part-time Health Navigator from the Granger community. The Health Navigator will have access to all organizational and community resources including professional development opportunities, office equipment, administrative support, materials (see Budget for more detail).

Activities: What activities will support or accomplish your goals?
Example: The additional part-time Health Navigator will conduct monthly outreach presentations at the three Granger churches, at family activities at the Granger School and at community events at Granger Lake. The Health Navigator will also provide case management to the 34 Granger residents served through this grant.

Outputs: What are the quantitative measures (# of participants, # of sessions held, # of encounters, etc.) that will result from the activities described above?
Example: 34 unique Granger residents who are living in poverty will receive dental care during this grant period.

Outcomes: What is the specific result that shows the accomplishment of the strategy? What benefits, impact, or changes in behavior, knowledge, skills, and/or attitudes for participants do you anticipate will result from completion of the activities?
Example: The percentage of Granger residents who receive dental care during the 12 months of this grant period will increase by 10%.

Tracking: What systems do you use to track progress toward the goal?
Example: Progress will be tracked by reviewing dental records using DentalTracking.com

GOAL 1*
Character Limit: 500
Goal 1- Ambitiousness
Character Limit: 2000

Goal 1- Inputs
Character Limit: 2000

Goal 1- Activities
Character Limit: 2000

Goal 1- Outputs
Character Limit: 2000

Goal 1- Outcomes
Character Limit: 2000

Goal 1- Tracking
Character Limit: 2000

GOAL 2 (optional)
Character Limit: 500

Goal 2- Ambitiousness
Character Limit: 2000

Goal 2- Inputs
Character Limit: 2000

Goal 2- Activities
Character Limit: 2000

Goal 2- Outputs
Character Limit: 2000

Goal 2- Outcomes
Character Limit: 2000

Goal 2- Tracking
Character Limit: 2000

GOAL 3 (optional)
Character Limit: 500

Goal 3- Ambitiousness
Character Limit: 2000
Goal 3- Inputs

Goal 3- Activities

Goal 3- Outputs

Goal 3- Outcomes

Goal 3- Tracking

10. Organizational Financials

10a. Fiscal Year Start Date*
Please enter the start date of your current fiscal year

10b. Fiscal Year End Date*
Please enter the end date of your current fiscal year.

10b. What are your organization's cash reserves?*

10c. How many months could the organization operate at your continued budget level?*

10d. UPLOAD: Balance Sheet for Prior Fiscal Year*
(PDF format)

10e. UPLOAD: Income Statement for Prior Fiscal Year*
(PDF format)

10f. UPLOAD: Actual vs. Budget Income Statement for the Prior Fiscal Year*
(PDF format)
10g. UPLOAD: Current Year-to-Date Financials to include Balance Sheet and Income Statement.*
(PDF format)
File Size Limit: 3 MB

10h. UPLOAD: Year-to-Date Cash Flow Statement*
(PDF format)
File Size Limit: 3 MB

10i. UPLOAD: Organization Budget for Proposed Fiscal Year, Related to the Grant Period*
(PDF format)
File Size Limit: 2 MB

11. Revenue & Revenue Sources for Prior Fiscal Year

The purpose of this section is to provide a top line overview of your funding. For categories that do not apply to your organization, insert "0" (zero) and "N/A" as appropriate.

11a. TOTAL Organization Revenue during the Prior Fiscal Year*
Character Limit: 20

11b. Total Revenue from Individual Contributions*
Character Limit: 20

11bi. Number of Individual Donors*
Please do not disclose donor names.
Character Limit: 10

11c. Total Revenue from Foundation Grants*
Character Limit: 20

11ci. Names of Foundations & Grant Amounts*
Character Limit: 250

11d. Total Revenue from Corporate Foundation Support/Grants*
Character Limit: 20

11di. Names of Corporations & Support/Grant Amounts*
Character Limit: 250
11e. Total Revenue from Government Grants*
Character Limit: 20

11ei. Names of Government Agencies & Grant Amounts*
Character Limit: 250

7f. Total Revenue from Fundraising Efforts*
Character Limit: 20

11fi. Names of Fundraising Efforts & Revenue Amount for each*
Character Limit: 200

11g. Total Revenue from Programs and Services*
Character Limit: 20

11gi. Names of Programs and Services & Revenue Amount for each.*
Character Limit: 200

11h. Total Revenue from Investment Income*
Character Limit: 20

11hi. Names of Investments & Revenue Amount for each*
Character Limit: 250

11i. Total Revenue from Membership Fees/Dues*
Character Limit: 20

11ii. Number of Members*
Character Limit: 10

11j. Other Revenue*
Character Limit: 20

11ji. Sources of "Other Revenue" & Amounts for each*
Character Limit: 250

12. Citations, Acknowledgement & Assurance
12a. Citations and Additional Information (optional)
This attachment may be used to cite any statistics/research, to define key terms and/or acronyms, and may include critical details about your organization or program(s) not already included within this application that will strengthen your case for funding (no marketing material, please).
12b. Acknowledging GHF*
Type your name and date in the space below to assure that if funded, the organization will acknowledge GHF on all related marketing materials, your website, social media, and in any other communications in which this program is promoted.

Character Limit: 50

12c. Assurance*
Type your name and date in the space provided to assure that by submitting this application, you 1) confirm that the information herein is true and correct, 2) confirm that if funded, funds will be spent according to the budget listed in this application, and 3) confirm that the organization will submit interim and final reports as required.

Character Limit: 50
Inspired by your feedback, this document outlines a reimagination of the GHF Annual Grant Application questions and review process.

Reimagined application questions are listed in the subsequent pages of this document. Questions have been grouped more tightly. A majority of the previous LOI and Full Application questions have been retained, 11 questions have been deleted, and 13 have been added for consideration. Question origins are indicated by color, color-coding is explained in the footer of each page, and deleted questions are listed on the last page.

Also on the last page is a reimagination of the Review Process for consideration.

**Points to consider as you review this document**

Application Questions
- Are the number and content of questions appropriate to make an informed funding decision?
- Are the number and content of questions appropriate given the amount of funding awarded ($10k-$50k)?
- Are the question groupings appropriate?
- Are there additional questions that can be eliminated?
- Are there deleted questions that should be re-added?

Review Process
- Does the proposed Review Process accommodate the varying availability of Grants Committee members while ensuring Board expertise and oversight are an integral part of the grant approval process?
- Can the proposed process be improved?
LOI Questions

1. ABOUT YOUR ORGANIZATION
   a. Organization Mission
   b. Organization Vision
   c. Date of incorporation
   d. Describe your organization’s scope of work
   e. Describe your target population
   f. How many unique individuals did your organization serve during the prior fiscal year?
   g. What geographic area does your organization serve?

2. COMMITMENT TO GEORGETOWN
   a. Is your organization’s main office located in Georgetown?
      i. If not, where is it located? Do you maintain a satellite office in Georgetown? Address?
   b. What year did your organization start serving Georgetown?
   c. Describe your organization’s work in Georgetown
   d. Out of the total number of unique individuals your organization served during the prior fiscal year (See question 1f), how many were Georgetown residents?
   e. Please indicate the Georgetown zip codes your organization serves (Choices: 78626, 78628, 78633, 78673, 78674)

3. FUNDING REQUEST
   a. Program Name
   b. Amount Requested
   c. Please describe how GHF funds will be used
   d. Alignment with GHF’s Mission, Vision, Strategic Priorities, and Target Population
   e. Alignment with GHF’s Identified Strategic Priorities (10 Needs)

4. ORGANIZATION FINANCIALS
   a. Please upload your most recent audit, including Management Letter

5. PRIOR RELATIONSHIP WITH GHF
   a. Have you ever received a GHF grant, sponsorship, or other financial support?
      i. If yes, please list years and amounts.
   b. Do you receive a rent subsidy from GHF?
      i. If yes, list address and monthly rent
   c. Does your organization reserve the GHF Community Rooms?
      i. If yes, please describe your need for using the rooms and how often you have used them over the last 12 months.
Full Application: Organizational Questions

6. ORGANIZATIONAL CAPACITY
   a. Organization Staff and Board of Directors (# and turnover rationale)
   b. Key Staff List (Upload)
   c. Board List (Upload)
   d. What is the governance role of the Board of Directors?
   e. What is your organization striving to accomplish?
   f. What are strategies for making this happen?
   g. What are your organization’s capabilities for doing this?
   h. How will your organization know if you are making progress?
   i. What have and haven’t you accomplished so far?

7. GEORGETOWN COMMUNITY RESPONSIVENESS
   a. How do you ensure that your staff and board represent the population you serve in Georgetown?
   b. How is your organization responding to the changing Georgetown community needs, client needs, and advances in the field? Please provide a recent example.
   c. Please describe your organization’s cultural competencies.
   d. Please describe your client feedback loop
   e. Optional: Contributions to the community of Georgetown (volunteers, excellence, compassion)

8. FISCAL INFORMATION & HEALTH
   a. Current Fiscal Year Start Date & End Date
   b. What are your cash reserves?
   c. How many months could you operate at your continued budget level?
   d. Balance Sheet (Upload)
   e. Income Statement (Upload)
   f. Actual organization budget for prior fiscal year (Upload)
   g. Organizational budget for proposed fiscal year (Upload)

9. PRIOR FISCAL YEAR’S REVENUE & SOURCES
   a. Total Organization Revenue
   b. Total Revenue from Individual Contributions
      i. Number of Individual Donors
   c. Total Revenue from Foundation Grants
      i. Name of foundations & grant amounts
   d. Total Revenue from Corporate Foundation Support/Grants
      i. Names of Corporations & grant amounts
   e. Total Revenue from Government Grants
      i. Name of Agencies & grant amounts
   f. Total Revenue from Fundraising Efforts
   g. Total Revenue from Services
      i. Name of Service and Revenue Amount
   h. Total Revenue from Investment Income
      i. Investment Income Amount
   i. Membership Income
      i. Membership Income Amount
   j. Other (specify)
      i. Name of Funders & Amount

10. CITATIONS AND ADDITIONAL INFORMATION (Upload)

Blue = Current LOI Qs; Purple = Current Application Qs; Green = New Qs to Consider Adding
Full Application: Program Support Questions

11. PROGRAM DETAILS
   a. Describe the program for which you are requesting funding and the issue it seeks to address
   b. How does this program prevent, eliminate, or reduce the issue? OR How does this program educate, rehabilitate, or maintain a person affected by the issue?
   c. How do you determine the Georgetown community’s need for this program?
   d. What makes your program unique?

12. PROGRAM COST
   a. Program Budget for proposed fiscal year
      i. Total Program Cost
      ii. Total Program Cost in Georgetown
      iii. Unduplicated Georgetown individuals to be served
      iv. Cost per unduplicated Georgetown Individual
   b. Actual program budget for prior fiscal year

13. PROGRAM ACCESSIBILITY
   a. How will you make the program visible to Georgetown residents who would benefit from it?
   b. Considering the locale of the program, how are transportation and/or accessibility addressed?

14. PROGRAM EVALUATION
   a. Goal 1
      i. Performance Measures
      ii. Ambitiousness
      iii. Inputs
      iv. Activities
      v. Outputs
      vi. Outcomes
   b. Optional: Goals 2 & 3 (including subparts)

Note on General Operating grant applications
- Only organizations that are eligible for General Operating funding will be invited to apply
- General Operating applicants will complete Questions 1-10 only.
Deleted Questions (and reason for deletion)
- Type of Grant Requesting: Program Support or General Operating (G.O. option will be invite only)
- Proposed Additional Number of Georgetown Residents Served through this request (Relic of Common App)
- Estimated cost of serving Georgetown residents through organization or program (Relic of Common App)
- Five Largest Sources of Organizational Revenue from Prior Fiscal Year - Source & Source Amount x5 (Answers not meaningful)
- Grant Period (Start/End dates will be the same for all and will begin July 1 and end June 30)
- Current Total Population Served by Organization (Replaced with Q 1e and Q 1f)
- Description of the Request (Similar to Q 3c)
- Is your nonprofit a learning organization? (Replaced by Q 7b)
- Present data that substantiates the need for the services you wish to provide (Replaced by Q 11c)
- Partnership with GISD letter (Not a reliable GISD process)
- How do you coordinate, cooperate, or collaborate with other agencies to achieve your mission? (Answers not meaningful)

The Review Process Reimagined

LOI Stage

<table>
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<tr>
<th>LOIs (Qs 1-5) are screened for completeness &amp; eligibility by: GHF Staff</th>
<th>LOIs are reviewed by: Full Grants Committee OR Subgroup(s)*</th>
<th>LOIs are discussed, recommendations for advancement and identification of Fast Trackers** made by: Full Grants Committee</th>
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Full Application Stage

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<th>General Operating Applications: Organizational Questions (Qs 6-10) for are reviewed/scored by: Subgroup(s)</th>
<th>Program Support Applications: Organizational Questions (Qs 6-10) are reviewed/scored to determine the health of the organization by: Subgroup(s) Program Support Questions (Qs 11-14) are reviewed/scored to determine the strength of the program by: Subgroup(s)</th>
<th>All parts of all applications are discussed (eg. total scores, strengths, weaknesses, fit with GHF priorities, funding levels, funding landscape, etc.) and funding recommendations made by: Full Grants Committee</th>
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* A subgroup is a self-selected group of ~2-3 Grants Committee members. All parts of the LOI and Application will be visible to all Committee members regardless of Subgroup involvement.

** Fast Trackers are organizations that have a strong history of funding with GHF and are determined to require less vetting. The Full Application review process is less rigorous and conducted by GHF Staff.

Blue = Current LOI Qs; Purple = Current Application Qs; Green = New Qs to Consider Adding
SUBJECT:
Consideration and possible action to set dates and times for FY 2019-20 Partnerships for Community Services Advisory Board Meetings--Jaquita Wilson Board Chair

ITEM SUMMARY:
Per the Bylaws of the Strategic Partnerships for Community Services Advisory Board (SPCS):
"Section 4.1. Time and Date of Regular Meeting. The Board shall schedule all regular meetings in accordance with the requirements of the Board's responsibilities."
The SPCS Advisory Board will meet at least once per year and whenever necessary to carry out its responsibilities and purpose. The date, time and place of the Board meetings will be decided by the Members at the first meeting of the Board after the annual appointment process.

After reviewing the grant cycle timeline the SPCS Advisory Board will determine the necessary meetings to complete the FY 2018-19 Grant Cycle recommendations to the City Council.

FINANCIAL IMPACT:
N/A

SUBMITTED BY:
Shirley Rinn for Jaquita Wilson, Board Chair