

**2012 McHENRY COUNTY SENIOR SERVICES GRANT FUND  
GRANT PROPOSAL COVER FORM**

This form is to be used as the cover sheet to accompany your grant request. Please fill out and supply the material as outlined in "2012 McHenry County Senior Services Grant Fund Application Procedures" to complete your application.

NAME OF ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_ FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

TOTAL AMOUNT REQUESTED FROM McHENRY COUNTY SENIOR SERVICES FUND \$ \_\_\_\_\_ TOTAL COST OF PROJECT \$ \_\_\_\_\_

NAME, ADDRESS, PHONE, FAX, E-MAIL OF PERSON RESPONSIBLE FOR IMPLEMENTING THE PROJECT (PROJECT MANAGER)

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

E-MAIL \_\_\_\_\_ PHONE/CELL NO. \_\_\_\_\_

NAME OF CONTACT AND AUTHORIZED REPRESENTATIVE

(Note: the authorized representative will be, if awarded, the agency representative who will sign your contract for services and request for payments).

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

E-MAIL \_\_\_\_\_ PHONE/CELL NO. \_\_\_\_\_

SIGNATURE OF BOARD PRESIDENT/CHAIR

NAME \_\_\_\_\_

TITLE \_\_\_\_\_ Date \_\_\_\_\_

**BRIEF SUMMARY OF REQUEST** ( Please provide a one page summary of your proposed project. The summary should include your program goals and objectives and the expected outcomes).

# 2012 MCHENRY COUNTY SENIOR SERVICES GRANT FUND

## PROPOSAL CHECKLIST

**The following information and documents must be submitted in support of your grant application:**

- One original and 17 copies of the Grant Proposal Cover Form (Original and copies must be three hole punched)
- One original and 17 copies of your grant proposal. The grant proposal should be 10 pages or less and should include the following information:
  - 1) Identification of the target population, specifying beneficiaries' income level
  - 2) Supported need for the program and evidence of non-duplication of services
  - 3) Narrative of program elements as a response to the identified need, providing rationale for program effectiveness
  - 4) Evidence that the goals of the program are clear and relate to the need section
  - 5) Statement of the agency's capacity including track record with other grants; ability to leverage funds and continue implementation with staff turnover; and system enhancements as a result of having conducted the program
  - 6) Evidence that the proposed program is a community collaborative effort, including specific action steps
  - 7) Propose evaluation methodology with measurable and attainable outcomes
  - 8) Plan to continue with the program if partial County funding is provided, including financial need and leverage of funding
  - 9) Program Budget Form, Attachment A: Projected Program Budget Form
  - 10) Program Budget Form, Attachment B: Salaries and Fringe by Position/Employee
- One copy of the following Attachments must be included:
  - 1) List of Board of Directors of the Agency
  - 2) Copy of the Agency's By-Laws
  - 3) Resolution or copy of minutes from the Board of Directors authorizing application for the McHenry County Senior Services Grant Fund
  - 4) Most recent Annual Financial Audit with accompanying Management Letter
  - 5) Copy of the Agency or Governmental entities current Annual budget
  - 6) IRS determination letter indication 501(c)(3) tax-exempt status
  - 7) Letters of support, agreement of cooperation/collaboration

# **2012 McHENRY COUNTY SENIOR SERVICES GRANT FUND**

## **APPLICATION PROCEDURES**

### **The Organization**

The primary objective of McHenry County Government is to efficiently and effectively provide needed services to residents of the County. In April of 2003 a referendum was approved by the citizens of McHenry County to levy a tax rate not to exceed .025% for the provision of providing social services for senior citizens as applicable under State Statutes 55 ILCS 5/5-1034, 5/5-1005 and 5/5-109. It is in the furtherance of that direction by McHenry County citizens that the McHenry County Board created the Senior Citizens Grant Fund. The Fund is available to provide assistance to not-for-profit organizations and units of local government that provide human services to McHenry County senior citizens.

### **Geographic Emphasis**

Grants awarded from this Fund must be used for the exclusive benefit of McHenry County senior citizens.

### **Eligible Activities**

In keeping with State Statute, grant funds can only be used for the following:

- Provide supportive social services designed to prevent the unnecessary institutionalization of elderly residents
- Provide for the operation of, and equipment for, senior citizen centers
- Providing social services to senior citizens
- Provide for transportation vehicles or services for senior citizens

### **Additional Program Qualifications**

- No one program can receive more than 25% of available grant funds in a given fiscal year.
- The not-for-profit charitable agency applying for the funds must have been in operation, with 501(c)(3) status, for at least two years prior to submittal of an application. Applicants not meeting this requirement may be considered for funding if affiliated with, and receiving support from, a nationally recognized parent organization.
- Priority will be given to those agencies and proposals which have an established and favorable track record of providing senior service within McHenry County.
- It is strongly encouraged that at least 60% of the program funding be directed toward individuals at or below 80% of the U.S. Department of Housing and Urban Development's (HUD) Median Family Income (MFI). McHenry County's median income per household size can be obtained at:

[www.huduser.org/portal/satases/il/il2010/2010summary.odn](http://www.huduser.org/portal/satases/il/il2010/2010summary.odn).

- Agencies can submit two applications as a solo and/or two as an associated application (e.g. when a consortium of agencies is formed to develop and work together in a project).
- The Agency's Program Budget Form must include agency's expenses, program expenses, the agency's income diversification, and a ratio between program and administrative expenses.
- Priority will be given to agencies that identify steps to collaborate with the County and other similar agencies in the delivery of services.
- The program summary on the "Grant Cover Sheet" should state the amount requested, program goals and objectives and expected outcomes. Please limit your response to the space given.

Grants will not be made to:

- Individuals
- Hospitals (for institutional programs and services)
- Nursing Homes (for institutional programs and services)
- Pass-through organizations
- Purely social organizations
- Political parties or candidates
- For-profit organizations
- Advertising journals, booklets, etc.
- Social events
- Ticket purchases
- Sponsorships
- Construction or capital projects
- Non-direct service agencies
- Start up agencies (defined as agencies that have not provided any services to any member of the public prior to submission of an application to the Senior Services Grant Fund)

### **2012 Grant Application Procedures**

It is strongly recommended that interested applicants attend a Senior Services Grant information session. There will be two informational sessions. Sessions are scheduled for Wednesday, June 8, 2011 at 9:00 a.m. and on Wednesday, July 13, 2011 at 1:00 p.m. Sessions will be held at the McHenry County Administration Building located at 667 Ware Road, Woodstock, IL., 60098 in Conference Room A. If you require any special accommodations please indicate by calling 815-334-4924.

Requests for grants must be received at the McHenry County Administration Building, Administration Offices, located at 667 Ware Road, Woodstock, IL., 60098 by the end of business (4:30 p.m.) on August 1, 2011. The Senior Services Grant Commission will conduct applicant interviews for all grant applications on Friday, August 19, 2011. Applicants will be contacted directly to schedule the exact time for the interview.

The mailing address for applications is:

McHenry County Administration Building,  
Attention: John W. Labaj, Deputy County Administrator,  
2200 N. Seminary Ave., Woodstock IL. 60098.

Grant applications must be postmarked by August 1, 2011. Applications received after that date and time will not be accepted. Applications sent by e-mail or facsimile transmission (fax) will not be accepted. All applications received by the deadline are acknowledged. Approximately \$1.5 million in Senior Services Grant funding will be made available during this funding round. Successful grant applicants will be required to attend a pre-award workshop to review grant management responsibilities prior to the program start date.

### **Content of the Narrative**

- 1) Identification of the target population, specifying beneficiaries' income levels.
- 2) A statement of the need for the program and evidence of non-duplication of services. Please include comprehensive information on the inventory of services being provided to your target population and the gap in services that your proposed program will overcome.
- 3) Narrative of program elements as a response to the identified need, providing rationale for proposed program effectiveness. Provide a detailed description of the service the proposed program will provide.
- 4) Goals and objectives of the program that are clear, related to the need section and underscore the organization's mission. A statement of how the grant will be utilized to further the provision of needed social services to McHenry County senior citizens should be included.
- 5) A description of the agency's capacity, including its ability to continue the proposed program implementation in the event of staff vacancies. This should also identify individuals responsible for delivering the product. Include specific resources the organization will contribute towards this program and the agency's total administrative costs and total cost ratio. Special emphasis will be paid to agencies that have a successful track record operating human service grants.
- 6) Evidence that the proposed program is a community collaborative effort. Priority will be given to agencies that identify specific steps to collaborate with the County and other agencies servicing the senior citizen population in the delivery of proposed services. Cooperation can be described as agencies sharing a common goal, coming together to share information, solve a common problem or avoid duplication. Written statements and/or agreements among partners are encouraged to develop a formal structure among collaborating agencies.

Statement and/or agreements from all mentioned collaborating agencies can be included as attachments.

- 7) A description of how the program will be evaluated. Program outcomes must be specifically stated, and they must be measurable and attainable; they must measure impact, not just activities. Applicants will also have a timeline for completion, and show a quantifiable achievement level and criteria for measurement. If you have previously operated a Senior Service Grant funded program for which you are currently seeking funding, you must provide a program evaluation. Program evaluation will not count against the ten (10) page grant limitation.
- 8) Continuation plan, including financial need and leverage of funding.
- 9) Provide a 2012 projected income and expense budget for the proposed program on Attachment A. Be sure to include that portion of the budget proposed to be funded under the Senior Service Grant Program.

Provide one copy of the following attachments:

- A list of the Board of Directors of the agency
- Resolution or copy of the minutes from the Board of Directors authorizing application for funds
- A copy of the Agency's By-Laws
- The most recent annual financial audit with accompanying Management Letter
- A copy of the IRS determination letter indicating 501(c)(3) tax-exempt status
- Statements and/or agreements of cooperation/collaboration from all mentioned collaborating agencies.

### **Contact**

Questions concerning the Senior Services Grant Fund can be directed to:

John W. Labaj, Deputy County Administrator  
Phone: (815) 334-4924 E-mail: [jwlabaj@co.mchenry.il.us](mailto:jwlabaj@co.mchenry.il.us)

Linda McMahon, Administrative Analyst  
Phone: (815) 334-4872 E-mail: [lpcmahon@co.mchenry.il.us](mailto:lpcmahon@co.mchenry.il.us)

### **Framework for Ranking Proposals**

Grant proposals are reviewed by the McHenry County Senior Services Grant Commission. This 17 member commission is comprised of County Board members, and representatives of the McHenry County Council of Governments, McHenry County

Highway Association, McHenry County Township Supervisors, McHenry County Housing Authority, not for profit agencies and citizens at large. The Commission makes funding recommendations to the County Board's Public Health and Human Services Committee which in turn submits projects to the full County Board for approval. The Commission reviews the following factors in reaching its recommendations:

- Benefit to vulnerable senior citizens (low-income, disabilities)
- Promotion of independent living for individuals who are at risk of losing their independence
- A program response to an identified gap in services or an increase in the level of services already available in the community
- The Program is not a duplication of services already available in the County
- Applying agency has proven capacity to achieve proposed goals
- Program goals and objectives are clearly stated, underscore the agency's mission and related to the gap of services identified.
- Suggested program provides rationale supported by research for program effectiveness.
- Proposed program outcomes are measurable and attainable and outcomes extend to the community. This reinforces applicant's accountability.
- Proposed program identifies concrete steps to cooperate/collaborate with the County and similar agencies in the delivery of the proposed services.
- The staffing level is adequate to achieve results in the proposed timeframes.
- Proposed project can effectively leverage funds.
- The budget of the proposed program is appropriate to the scope of the program and the ratio of total administrative costs to total cost is reasonable.
- The program meets one of the Senior Service Grant Commission's strategic planning goals. The Commission's updated strategic plans gives priority to the following types of projects:
  - Continuation funding for existing services
  - Transportation
  - Home Health Care
  - Public information, awareness and access to currently available programs and services.

# ATTACHMENT A PROGRAM BUDGET FORM

Budget: Provide the proposed budget for the program for which funds are being requested. If a continuing program, please provide total projected 2011 income and expenses. This column does not need to be filled out if the proposed program is new. Please provide 2012 projected income and expenses for the proposed program and that portion of the program for which Senior Service Grant funds are being requested.

Program Income and Expenses	2011 Projected Program Expenses (If Applicable)	2012 Total Proposed Program Expenses	2012 Senior Services Grant Proposed Expenses
<b>Program Income</b>			
1. Senior Services Grant Funds			
2. Grants From Other Organizations			
3. Agency Fund Raising and Contributions			
4. Agency Income			
5. Other (Identify)			
6. Other (Identify)			
<b>Total Income</b>			
<b>Program Expenses</b>			
<b>Salaries and Fringe</b>			
7. Salaries			
8. Employee Benefits			
9. Payroll Taxes			
<b>Administrative Overhead</b>			
10. Occupancy			
11. Telephone			
12. Posting and Shipping			
13. Rental and Maintenance of Equipment			
14. Printing and Publications			
15. Mileage / Transportation			
16. Conferences, Conventions, Meetings			
17. Membership Dues			
18. Insurance			
19. Legal / Accounting			
20. Other (Identify)			
21. Other (Identify)			
<b>Contractual Services</b>			
<b>Supplies</b>			
<b>Fixed Assets</b>			
<b>Other (Identify)</b>			
<b>Total Expenses</b>			

