

# INSTRUCTIONS FOR COUNTY SHORT FORM APPLICATION FOR 2010 FUNDS

**Funders, Applications, and Deadlines** – An organization requesting calendar year 2010 funds from the Dane County Department of Human Services must submit the following no later than **12:00 NOON, FRIDAY, May 29, 2009.**

**General Information** – This proposal format provides your organization with enough space to describe the program you propose to provide in 2010 and to request funding. Use only the forms and space provided unless otherwise instructed. This form is available on line [www.danecountyhumanservices.org](http://www.danecountyhumanservices.org) As DCDHS must review many proposals, precise and succinct descriptions are important.

**All applications must be submitted in hard copy on 8 ½” x 11” paper.**

Delivery Addresses and Contact Information			
Funding Source	Delivery Address	Contact	Copies
<b>Dane County</b>			
Human Services: Children, Youth & Families Adult Community Services Economic Assistance and Work Services	Dane County Human Svcs Attn: RFP# 1202 Northport Drive Madison, WI 53704	Contact information provided in the Human Services RFP at <a href="http://www.danecountyhumanservices.org/application.htm">www.danecountyhumanservices.org/application.htm</a> For general information: Jean Kuehn, 242-6418 <a href="mailto:kuehn@co.dane.wi.us">kuehn@co.dane.wi.us</a>	5

**Dane County Department of Human Services** will accept applications for identified programs only. A listing and description of the programs for which we will be accepting applications can be found on the Department’s web site at [www.danecountyhumanservices.org/application.htm](http://www.danecountyhumanservices.org/application.htm).

**APPLICATION SUMMARY**

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**Program Name** - Use program name consistently throughout the proposal. Use the same program name as in past years, if applicable.

**PROGRAM DESCRIPTION**

Page 2

A. **Program Activities** - Describe what strategies and activities will be used to achieve program outcomes. These usually include a description of who (e.g. staff or volunteers) provides what number of services (e.g. job readiness skills, home delivered meals) to whom (e.g. 40 children in daycare, 60 youth in after school activities).

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B. **2009 Program Budget** - Describe the estimated program budget, by funding source and account categories. For United Way funds, distinguish between designated and allocated revenues. **2010 Proposed Budget** - Describe the program budget by funding source and account categories.

C. **2010 Cost Explanation** - Explain by revenue source and/or account category any noteworthy change in the proposed 2010 budget. For example, annual cost increase (beyond CPI-U), program expansion, or loss of revenue.

## ORGANIZATIONAL PROFILE

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- 1. Service improvements:** Briefly describe any initiatives to improve the delivery of services.
- 2. Experience and Qualifications:** Describe the experience and qualifications of your agency related to the proposed program.

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- 4. Agency Governing Body:** Indicate in the blank the number of Board meetings scheduled for 2009 and provide the information requested about your Agency Board members.

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- 5. Staff/Board/Volunteers:** On the first line enter the total number of permanent paid staff, board members and other volunteers. Complete the table and calculate the percentage for each category.

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- 6. Personnel Schedule:** In column (1) list each individual staff position by title. If your organization employs more than one staff person under the same job title, list the job title only once.

In columns (2) and (4) indicate the number of FTE's (full-time equivalents) in each staff position (e.g., 1.00 Executive Director; 5.50 Outreach Workers, etc.). As a general rule, an FTE is someone who works 35-40 hours/week on average.

In columns (3) and (5) indicate the total salaries for all staff FTE's in that staff position. Do not include payroll taxes or benefits in this column.

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- 7. Staff Turnover for 2008:** Compute the total percentage of paid staff (full and part time) who terminated their employment at your organization during the calendar year 2008. If the number exceeds 20% for one or more job categories, please explain any noteworthy issues. You may wish to reference industry standards or trends or agency policies to reduce staff turnovers.

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## APPENDIX A

THIS SUPPLEMENT IS A REQUEST FOR A DETAILED PROGRAM BUDGET.