



GOVERNMENT OF THE DISTRICT OF COLUMBIA

EXECUTIVE OFFICE OF THE MAYOR  
OFFICE ON LATINO AFFAIRS



Dear Applicant in this document you will find instructions on how to save and submit your Project Proposal for the Latino Community Development Grant FY17. Please keep in mind that the application is limited to 10 double-spaced, single-sided pages without including the attachments. Please submit your proposal on a PDF file. The proposal should be submitted within the following formatting specifications and settings:

**A. Proposal Summary (1 page)**

This section of the application should be an overview of your organization, the goal of the proposed program, its objectives, outcomes, and cost.

- A brief overview of your organization (history, mission and current programs)
- The goal(s) of the proposed program
- A summary of the program objectives and expected outcomes
- And the estimated cost of the program for which you are seeking funding

**B. Program Narrative (8-10 pages)**

This section should answer the following questions using the format provided below – please include the question, followed by your response in your submission. If a question or section does not apply to your proposal, you do not have to include the question.

1. What is the name/title of your program(s)?
2. What are the funding area(s) for which you are applying?
  - a. Please list if multiple areas, please in one or two sentences indicate how the project will address all the areas.
3. Who is the target population(s) this project will serve?
4. What is the service/program do you propose?
5. Why is there a need for and/or proposed impact of your service/program
  - a. What are the cultural and/or linguistic competencies, sensitivities, and appropriateness of your proposed project? How will your proposed project address one or more of "Mayor Bowser's Policy Priorities"? (Mayor Bowser's



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Policy Priorities are the following: *focusing on our youngest residents; transforming workforce training; creating economic opportunities.*)

6. What is the expected impact of your service/program?
  - i. What are the practices your organization proposes to implement to address the need? How will they create the desired impact?
  - ii. What innovative practice(s) will your service/program implement?
7. Why your organization or collaboration is uniquely positioned to implement this service/program? Please be sure note at minimum your capacity, including human and financial resources, to implement the services/program.
8. How will your organization or collaboration plan to provide the service/program? What is your capacity to implement the service/program?
9. How will your organization or collaboration document, monitor, and evaluate the service/program, including outcomes or outputs to be achieved?
10. Who will you be collaborating with and what will each collaborator's roles be in the service/program? [Please answer if submitting a collaboration proposal].
11. Would it be possible for the Mayor or one of her designees to participate in an event(s) with your organization that has received support from this grant?

### C. Budget (Attachment D)

A standard budget form and budget narrative form is provided within the application. The budget for this proposal shall contain detailed itemized cost information that shows personnel and other direct and indirect costs. The budget request for this proposal shall not exceed the grant amount allotted to the agency under which the applicant is seeking funding. Up to 15% of the funds can be used for indirect costs. (Indirect costs may include: general administrative costs such as legal, accounting, liability insurance, audits and the like).

Program funds **cannot** be used:

- For food expenditures
- For lobbying
- To cover any expenses made prior to the grant award
- To supplant (replace) funds for other grant sources



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Budget Narrative/Justification:

This section describes the proposed expenditures, including the purpose or reason for the expenditure (personnel and non-personnel) and calculation of costs. If applying as a joint collaboration, please include the appropriate division of budget between the two or more organizations who are applying and include the justification for the allocation.

**D. Staffing Plan (Attachment E)**

This section should contain the staff assigned or to be hired for the program, staff positions, and percentage (%) of time spent on the program. If the position is not filled, a start date as to when the position will be filled should be supplied. If applying as a joint collaboration, please note the affiliation organization to the appropriate corresponding staff.

**E. Work Plan (Attachment F)**

Using Attachment F, list the program objectives and related activities, timeline for implementation and completion, and responsible staff.

**F. Performance Plan (Attachment G)**

The goals that are set in the Performance Plan should follow a format similar to the S.M.A.R.T. measures. S.M.A.R.T. measures means they should be **Specific, Measurable, Attainable, Realistic, and Time-defined.**

Using Attachment G, list the expected measures of your program with targets by quarter. The measures must include a numerical value that can be assessed. Please include in narrative format how the measurement will be evaluated. If the measures will be semi-annual or yearly, please note them in 2<sup>nd</sup> quarter and 4<sup>th</sup> quarter respectively.



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**G. Appendices**

This section shall be used to provide technical materials and supporting documentation, however, it is not intended to be a continuation of the program narrative. Such items that shall be included with the proposal submission are listed below:

- Audited financial statements and/or most recent 990 and/or cash flow statements for 2013 and year-to-date
- Project Staff Job Descriptions
- Relevant Project Staff Resumes
- Nonprofit corporation status – copy of IRS determination letter
- Tax and Business certification
- Organizational and program charts
- Current Board list with names, affiliation, and contact information.
- Memorandum of Agreement/Understanding, if applicable
- Program related materials, if applicable
- Agency brochures or program materials, if applicable
- Evaluation tools, if available
- DC Incorporation Documentation
- DC Clean Hands Certificate / Certificate of Good Standing

**H. Filling Procedure**

Attachments	Filling Procedure
Proposal Summary	Organization's Name_Proposal Summary_LCDG_FY17
Program Narrative	Organization's Name_Program Narrative_LCDG_FY17
Budget Summary	Organization's Name_Budget Summary_LCDG_FY17
Budget Narrative	Organization's Name_Budget Narrative_LCDG_FY17
Staffing Plan	Organization's Name_Staffing Plan_LCDG_FY17
Work Plan	Organization's Name_Work Plan_LCDG_FY17
Performance Plan	Organization's Name_Performance_LCDG_FY17
<b>Appendices</b>	
Audited financial statements and/or most recent 990 and/or cash flow statements for 2013 and year-to-date	Organization's Name_Audited Financial Statements_LCDG_FY17
Project Staff Job Descriptions	Organization's Name_Project Staff Job Descriptions_LCDG_FY17
Relevant Project Staff Resumes	Organization's Name_Relevant Project Staff Resumes_LCDG_FY17



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Nonprofit corporation status – copy of IRS determination letter	Organization’s Name_ Nonprofit corporation status – copy of IRS determination letter_LCDG_FY17
Tax and Business certification	Organization’s Name_ Tax and Business certification_LCDG_FY17
Organizational and program charts	Organization’s Name_ Organizational and program charts_LCDG_FY17
Current Board list with names, affiliation, and contact information.	Organization’s Name_ Current Board list with names, affiliation, and contact information_LCDG_FY17
Memorandum of Agreement/Understanding, if applicable	Organization’s Name_ Memorandum of Agreement_LCDG_FY17
Evaluation tools, if available	Organization’s Name_ Evaluation tools_LCDG_FY17
DC Incorporation Documentation	Organization’s Name_ DC Incorporation Documentation_LCDG_FY17
DC Clean Hands Certificate / Certificate of Good Standing	Organization’s Name_ DC Clean Hands Certificate / Certificate of Good Standing_LCDG_FY17

Submit your proposals and attachments to: [Grants.ola@dc.gov](mailto:Grants.ola@dc.gov) and [Eduardo.perdomo@dc.gov](mailto:Eduardo.perdomo@dc.gov)