

COMMUNITY RESOURCE ACT PROGRAM GRANT APPLICATION



GENERAL INFORMATION:

What Is The Community Resource Act Program (CRA)

The Community Resource Act Program provides mini-grants and technical support for a unique Kansas approach to community development and shared learning. The program is designed to meet the educational, recreational, social, and cultural needs of a community. This is based on the philosophy that each citizen has a skill, knowledge, experience, or idea to share, and that there are others in the community interested in learning. The program utilizes volunteer leaders, discovers untapped human resources, and offers classes and activities to the entire community. Courses often lead to a community project enhancing the quality of life, encouraging community spirit by bringing people together.

CRA Programs may be sponsored by an existing non-profit institution or agency, such as a library, PRIDE Committee, hospital, or county extension unit, or it may be independently sponsored by a group specifically organized to create a CRA Program. While each community creates a program to meet its unique needs and interests, typically CRA programs offer a set of class activities two to four times a year with several classes per session. People register for classes and activities which can be held anywhere - in homes, churches, community centers, schools, and parks. Classes range from one meeting to ten or twelve weeks in length.

Eligibility for Grants

Organizations eligible for this grant are local: non-profit organizations, institutions, service agencies, or groups primarily concerned with the general welfare of the community which are organized for the purpose of offering community education programs.

Administration

The Community Resource Act (CRA) Program is administered by Kansas State University Global Campus through UFM Community Learning Center. As an outreach program of UFM and the Global Campus, CRA strives to promote life-long learning throughout the state of Kansas.

A State Review Committee, made up of people experienced in community education and community development, reviews grant applications and program progress. They make recommendations to the Director of Community Outreach, who authorizes the distribution of funds on an annual basis.

Money Availability

Small cash grants are available to assist communities in developing their own programs. The program is designed so that local communities will eventually take over complete funding of their programs. While grants are awarded on an annual basis, programs may apply for a second year of funding as long as funds are available.

First Year	--	75% of total budget	(Max \$4,000)
Second Year	--	50% of total budget	(Max \$2,000)

An amount less than the totals listed above may be requested. Also, if application request exceeds the amount of money available, priorities and partial funding may also be implemented.

Technical Assistance

UFM staff can provide valuable support during the development of your new community education program. Technical assistance may include pre-grant consultation on proposal preparation, program initiation and development, forming community partnerships, recruiting teachers, and program evaluation. The CRA Program staff serves as the liaison between KSU and the community. Services are available from the Community Resource Act Program at UFM Community Learning Center, (785) 539-8763.

All CRA programs, which receive funding, are required to file two reports per year, one in July and one in January, reporting financial and program data. **Failure to submit reports in a timely manner will disqualify the recipient from future funding.**

Instructions

The attached application should be completed on or before November 14, and sent to:

*UFM: CRA Program
1221 Thurston St.
Manhattan, KS 66502*

OR

*Charlene Brownson
cmb@ksu.edu*

Please respond to the questions on the CRA program Grant Application using a format of your choice. Please avoid one sentence responses; instead describe your program in enough detail that the screening committee gets a clear idea of what you are planning to do.

Some measure of community interest must be included with the application. This does not need to be a time-consuming process. The purpose of this measure is to determine community interest in the program and the kinds of educational classes the community is interested in attending. Many communities pass out an informal interest survey. An example of a broad survey form is attached at the end of this grant application. Feel free to use it. Call UFM if you need additional information about surveying the community.

Application Procedures

Communities interested in receiving CRA grants to initiate a community education program should send a completed application to the above address. APPLICATIONS MUST BE NO LONGER THAN SIX PAGES. Attachments may be included, but they are not to exceed an additional 6 pages. **Please contact Charlene Brownson at cmb@ksu.edu or 785-539-8763 with program ideas before starting the process of writing the grant application.**

Standards For Approval Of Applications

Grant applications from the Community Resource funds shall be reviewed, evaluated, and approved or disapproved using the following guidelines:

- a) Clear description of the proposed program including goals and measurable objectives
- b) Strength and diversity of the steering committee
- c) Clear budget and narrative

Additional considerations for awarding funds include:

- a) County-wide or multi-community proposals which promote cooperation between cities and organizations
- b) Proposals from communities with greater economic need, including those with a high proportion of elderly, low-income, or minority residents
- c) Geographical balance throughout the state in distribution of funds
- d) Diversity in the types of organizations sponsoring community resource programs in the state

Applications will be reviewed in December by a review committee who will make recommendations to the Director of Community Outreach in the Global Campus at Kansas State University. Local programming will commence January 1st. Checks for the full grant award will be sent following receipt of a signed award contract.

Assistance in completing the application may be received by contacting:

Charlene Brownson
1221 Thurston
Manhattan, KS 66502
Phone: (785) 539-8763
Email: cmb@ksu.edu.

The following two pages contain information that may provide assistance in completing the budget section of the CRA Grant Application. Initially refer to these pages to answer any questions you may have before contacting UFM.

BUDGET DEFINITIONS & EXPLANATIONS

CRA FUNDS - Column 2

1. PERSONNEL

Coordinator' salary

Instructor Honoraria (Only if necessary. Generally groups use volunteer instructors)

2. TRAVEL

The coordinator's out of town travel (deliver of brochures, pick-up supplies, attend workshops, including the annual CRA community meeting in Manhattan)

To reimburse instructors from outside the community (only if necessary)

3. SUPPLIES/PROOGRAM MATERIALS

Office supplies

Class supplies

4. TELEPHONE (long distance cost only, unless you have a separate CRA phone)

5. POSTAGE/PRINTING

Stamps

Copies for Class handouts

6. PROMOTION/ADVERTISING

Ads in paper

Costs of printing and distributing a class brochure or flyer

7. RENT

Office space

Class space

8. OTHER

Miscellaneous Expenses that don't fit elsewhere

***** CRA FUNDS CANNOT BE USED TO PURCHASE ANY EQUIPMENT OR EXPENDED FOR BUILDING RENOVATIONS OR IMPROVEMENTS**

LOCAL MATCH CASH - Column 3 A cash match is real dollars that are contributed to the support of the program. This could be paying all or part of a coordinator salary, a cash donation, or fundraising activities. (Local cash match generated locally and included in the total budget)

LOCAL In -Kind - Column 4 An in-kind match is the donation of space, copies, equipment, and other donations that support the program.

(match for time, supplies or services donated directly and documented on in-kind forms)

1. Personnel (calculate match at a \$20.00/hr. or amount equal to that person's professional fees for the class, prep and evaluation time)
Advisory Board meetings & volunteer time.
Extra help with registration, deliver brochures, etc.
Instructors who do not receive payment.
2. Travel (calculate match at 56 cents/mile or current rate)
Coordinators (e.g., Travel 20 miles to the printer)
Instructors (10 + miles) who do not wish to be reimbursed
3. Supplies (fair market value)
4. Telephone (proportion of expenses allocated to the CRA program)
5. Postage/Printing (Examples: School distributes brochures in a newsletter at no cost) Calculate donated copies at 10 cents/copy unless otherwise priced.
6. Promotion and Advertising (free ads in newspaper - this does not include news articles which are free)
7. Rent (class & office space only if there is normally a charge for the facility)
8. Other

TOTAL - Column 5

(Total each row and column)

Narrative:

A budget narrative explanation should follow the budget page. Explain how you arrived at each requested amount. For example, travel: 20 miles per week X 10 weeks to attend area meetings to discuss the program and recruit instructors – $20 \times 56\text{¢}/\text{mile} \times 10 \text{ trips} = \112 or
Postage: mail 2 class brochures to 75 residents, once in February and once in August – $2 \times 75 \times 49\text{¢} = \73.50

**Community Resource Act Program
Grant Application**

APPLICATION DATE _____

Sponsoring Organization: _____

Federal Tax ID #: _____

CRA Project Name: _____

Mailing Address: _____

Website: _____

Email: _____

Phone: () - _____

Contact information for two people who will work on this project:

Project Coordinator: _____

Email: _____

Phone: () - _____

Project Co-Coordinator:

Email: _____

Phone: () - _____

Project Mission: _____

Please indicate the following information in your application. Use a narrative style that provides us with your project details.

Community Data:

Tell us about your community. Include the following in your narrative.

- a. Number of people in town or community
- b. Population in county
- c. Any other characteristics, if important, about your community
- d. How your proposed project will add to the community.

Program Narrative:

Please describe your program proposal as fully as possible, while staying under the six page maximum.

1. HOW HAVE YOU DETERMINED COMMUNITY INTEREST IN A COMMUNITY EDUCATION PROGRAM? (Describe any interest surveying of the community. You may include 1 – 2 letters of support from local leaders as attachments if you wish.)

2. DESCRIBE ANY SIMILAR PROGRAMS ALREADY IN EXISTENCE IN YOUR COMMUNITY. (This may be community college courses, extension offerings, recreation programs, etc.)

3. PROVIDE PROOF OF COLLABERATIVE PLANNING AND COOPERATION WITH PUBLIC AND PRIVATE SECTORS OF SIMILAR COMMUNITY BASED PROGRAMS. (Describe any conversations with other officials, town meetings, public meetings, other communication, joint support and planning.)

4. DESCRIBE YOUR STEERING COMMITTEE. (Each program must have a steering committee made up of community members from diverse backgrounds. Please list its members, their addresses, telephone numbers, and positions in the community.)

5. DESCRIBE YOUR SPONSURING ORGANIZATION.

- a. Who is the community sponsor for the CRA program?
- b. How does the CRA project fit into the organizational mission?
- c. Include a letter of support from the CEO or Board President of the sponsoring organization.

6. DESCRIBE YOUR PLAN OF OPERATION FOR THE ORGANIZATION:

- a. Describe, in detail, the program you have in mind. Include number of sessions, number of courses offered each session, sample topics and any other activities.
- b. Describe how this project will add to the quality of life in your community.
- c. List specific goals and measurable objectives for your CRA program. Tell us what you want to do and how you will do it.

6. FINANCES:

COMPLETE THE BUDGET REQUEST FORM. REFER TO GUIDELINES FOR SPECIFIC INFORMATION.

- a. Complete the narrative justifying the amount budgeted for each line item.
- b. Please state the source and amount of your local cash and in-kind match.
- c. Are there other sources of income planned? If so, describe. Describe any fundraising plans you might have.

7. LONG TERM SUPPORT:

- a. What are your long term plans for the organization?
- b. How does the CRA project fit into those plans?
- c. What long term plans do you have to sustain the CRA project beyond grant eligibility?

COMMUNITY RESOURCE ACT BUDGET REQUEST

CRA Project Name: _____

Address: _____

Contact Person: _____

Telephone Number: () - Email Address _____

1	2 CRA FUNDS	3 LOCAL Cash Match	4 LOCAL In-Kind	5 TOTAL
Personnel	\$	\$	\$	\$
Travel	\$	\$	\$	\$
Supplies/Program Materials	\$	\$	\$	\$
Telephone	\$	\$	\$	\$
Postage/Printing	\$	\$	\$	\$
Promotion/ Advertising	\$	\$	\$	\$
Rents	\$	\$	\$	\$
Other (Specify)	\$	\$	\$	\$
TOTAL	\$	\$	\$	\$

Budget Justification:

Attach a written narrative JUSTIFYING THE AMOUNT BUDGETED FOR EACH LINE ITEM WITH A BRIEF EXPLANATION OF THE USE OF THESE FUNDS (i.e., supplies will include the purchase of; rent will include the rental of ...). Show calculations how these budget amounts have been generated. See budget definitions and explanations for additional information.

The grantee agrees to create and maintain a community education program by carrying out the goals and objectives as defined in the grant application:

- A. Establish a local advisory council.
- B. Select a program coordinator and Co-coordinator
- C. Establish a local program contact location.
- D. Assess community instructional needs/desires.
- E. Recruit class/project leaders.
- F. Prepare course descriptions.
- G. Prepare and distribute information concerning the program.
- H. Enroll students.
- I. Conduct classes as proposed in the grant application.
- J. Maintain record of all grant expenditures.
- K. Maintain scrapbook containing history of program to include brochures, articles in paper, and pictures.
- L. Report semi-annually, in January and July, to the CRA office. This will include a program progress report and a finance report.
- M. Attend annual CRA Program meeting in Manhattan.
- N. Evaluate effectiveness of course content.
- O. CRA coordinator attends the required annual meeting in Manhattan.
- P. Establish and maintain a web page or Facebook page for you program

Sponsoring Organization: _____

Tax ID #: _____

Address: _____

Phone: (____) _____ - _____

Email address: _____

Contact Person: _____

Signature: _____ **Date:** _____

CEO, Board Chair or Financial Officer

For Office Use Only

Date Received: _____ Review Committee Meeting Date: _____

Application approved _____ Yes _____ No _____ Amount Awarded \$ _____

Contract Issued _____ Contract Returned _____

Check Sent _____

Community Interest Survey

Our community is looking at organizing a new education program for everyone in the community. Please take a moment to have each member of your family circle the following programs and classes they would be most likely to attend. Please add pother ideas. Thank you!!!

Career & Finance: budgeting - understanding investments - wills & estate planning - starting a business - choosing a career - long-term care insurance, Other _____

Creative Free Time: - photography - theater - drawing - watercolor - knitting - computers - history - basic car maintenance - creative writing - genealogy, Other _____

Recreation & Dance: -ballroom dance - line dancing - martial arts, Other _____

Wellness: - CPR - yoga - exercise - dieting & nutrition - weight loss - aromatherapy - massage - senior aerobics- reflexology, Other _____

Languages: - Spanish- ESL- German, Other _____

Personal Development: - self-defense for women - improved your self-esteem - leadership skills - building better relationships - getting organized, Other _____

Earth, Nature & Environment: - bird watching - fishing - lawn care - gardening - building a backyard ponds - pet care - hunting safety - stargazing , Other _____

Youth: - arts & crafts - field trips - puppetry - storytelling - making gifts, Other _____

Food: - cake decorating - cooking - bread making - vegetarian cooking, Other _____

Other classes you would like to see offered _____

Do you have an interest, hobby, or skill that you would like to share with other members of the community?

I would like to help with this program: distribute materials/flyers, recruit teachers, make phone calls, help with registration, be on a committee, assist instructors, design flyers, other _____ (circle all you would like to do)

Name _____ Phone _____ e-mail _____

Please return all surveys to _____ by _____