HELPFUL APPLICATION TIPS

Preparing the Grant Application

Points to consider when completing the Application for funding:

- Ensure budget amounts are consistent in the application.
- Provide detailed project descriptions and performance outcomes.
- Make sure the service population is clearly identified.
- Describe record-keeping and/or reporting methods.
- Ensure application is tailored to specific grant program and program year.
- Proof read your application prior to submission.
- Allow sufficient time to complete the application.
- Be aware of eligible/ineligible costs.
- All submitted materials will be used in determining the organization's eligibility for funding.

> **Your application is the most important part of your story. Always check your application for consistency.**

Organizational and Administrative Capacity

- Clear plans and internal policies to deliver the proposed services.
- Adequate staff dedicated to the project to deliver the proposed services.
- A formalized system for tracking annual performance outcomes.

Financial Capacity

Consider what percentage of the agency's budget are contributed by grant funds in determining if projects can be sustained in the case of delayed reimbursements.

Reimbursable Grants

- Funding is provided to grant subrecipients after expenses have been incurred by the agency. Grant funds are reimbursable to the receiving agency based on actual receipts submitted for eligible projects.
- Reimbursements are processed after Cobb County has received its monthly expenditure request from the Georgia State Department of Human Services (DHS).
- Since it is difficult to project when funds may be received from DHS, the applicant must clearly depict their financial capacity to fund program costs.

Program Areas

- Clearly define the organization's program area. CSBG provides core funding to local agencies to reduce poverty, revitalize low-income communities and to empower low-income families to become self-sufficient.
- Ensure that the proposal narrative in the grant application corresponds to an eligible activity of the grant in which you are seeking funding for.

Leveraging and Collaboration

- Grant applications should identify organization's partners and leveraging resources from other sources.
- Provide detail description that the organization has secured funding from other resources to use for the proposed activity.

GRANT FUNDING PROCESS

Grant Application Review Process

- An **Applications Review Committee** comprised of CDBG Program Office staff, County staff, and other impartial stakeholders in the community convene to review applications.
- Application Rating Forms and Site Visit Forms are distributed to the committee for scoring and site assessment. This process may take up to **4-6 weeks**.
- The Committee will meet to discuss results and determine funding recommendations.
- A **Public Notice** is published with a **30-day** public comment period and a **Public Review Meeting** is held to receive comments on the recommendations.
- Upon completion of the 30-day public comment period, an Agenda Item is prepared for approval by the Board of Commissioners.
- Funding approval/declination notices are sent typically sent in June prior to the commencement of the grant award period.

Site Visit Criteria

Site visits provide the Review Committee with the opportunity to evaluate multiple dimensions of grant applicants from assessing administrative and organizational capacity to observing the facility in which the organization is housed. During the site visit, applicants will discuss how the organization intends to provide the services for only Cobb County residents as requested with grant funds, record-keeping practices, and how the organization will address high demand for services. The criteria to determine when grant applicants will receive a site visit include the following considerations:

- Dollar amount requested for proposed services.
- Complexity of the proposed project, as determined by grant compliance requirements.
- Risk status of the organization (whether an organization has been deemed "high risk" by the CDBG Program Office).
- Organization's experience directly related to proposed services.

> **Previous experience and/or a "Low-Risk" rating does not eliminate an Applicant from a Site Visit. All grant Applicants may be subject to a Site Visit.**

Estimated Timeline of CSBG Grant Funding Notification

- October – Application Cycle commences
- October – Application Workshop
- November – Site Visits
- November – Application Cycle concludes
- March – Review Committee meets to discuss funding recommendations
- April – 30-day public comment period commences
- May – 30-day public comment period concludes
- June – Agenda Item prepared for approval by the Board of Commissioners
- June – Approval/declination letters mailed to Applicants

Application Cycle: Tuesday, October 1, 2019 – Friday, November 1, 2019 by 4:00 p.m.

Application materials can be download at www.cobbcounty.org/cdbg.