

This guide is a summary of what was discussed during the application training. Please remember that you can contact RHCBS staff with questions about your application at 1-877-842-RHCBS or online at RHCBSinfo@ruralhome.org.

RHCBS Grant Purpose

To enable rural homeless service providers to strengthen their internal operations, increase fundraising abilities, and improve program administration.

In writing your application, please keep this overarching purpose in mind.

Eligibility

In order to be eligible to receive grant funds from RHCBS, organizations can be either faith-based or community-based. A 501(c)3 status is NOT required and neither is a supporting organization. Your organization must serve at least one rural persistent poverty county, of which there are 346 throughout the country. Because many of you were found via our outreach efforts, you all should meet the eligibility criteria. However, if your organization has moved locations or changed service areas, please double check the list of counties on our website under the Financial Resources section. Our outreach efforts were based on publicly available directories that may be out of date.

We want to stress that all organizations are encouraged to apply, regardless of capacity. We will be funding new and old, small and large organizations and the application is designed to help us assess what level your organization is operating at.

Eligible and Non-Eligible Expenses

The Department of Health and Human Services established the guidelines for use of RHCBS funds so if there is any confusion about whether your project fits the guidelines, please come to us and if need be, we will consult HHS to determine your project's eligibility. It is better to ask for permission now than to ask for forgiveness later. Non-eligible uses are listed in the application instructions and also on the presentation slides, be sure to review them carefully.

We are looking at five specific capacity building areas for this grant:

1. Leadership Development
 - a. Definition: Activities that result in an organization creating and sustaining a vision to inspire making decisions and providing direction.
 - b. Examples
 - i. Board composition & function
 - ii. Training & development of staff or volunteers
2. Organizational Development
 - a. Definition: Activities that enable an organization to use resources effectively and efficiently, use technology, and/or keep effective records
 - b. Examples
 - i. Systems: Management, HR, Financial, IT
 - ii. Policies & Procedures
3. Program Development

- a. Definition: Improvement of the organization's ability to offer services and/or to evaluate its effectiveness
 - b. Examples
 - i. Curriculum development
 - ii. Program monitoring & evaluation
4. Revenue Development
- a. Definition: Activities that allow organization to better raise funds
 - b. Examples
 - i. Designing a donor development strategy
 - ii. Grant-writing training
 - iii. Donor tracking software
5. Community Engagement
- a. Definition: Expanding awareness about the organization to potential clients, partners or funders and engaging in partnership with community stakeholders
 - b. Examples
 - i. Asset mapping
 - ii. Needs assessments
 - iii. Establishing collaborative relationships
 - iv. Community outreach

Application

The **coversheet** asks for information that is largely drawn from other parts of the application. Provide the needed contact information and summarize your capacity building project in one sentence and include the amount and area served.

The **signature sheet** only requires the signature of your chief executive.

Section 1 requests contact information for the organization, provide as many ways to contact you as possible.

Your answers in **section 2** will give us an idea of the size and scope of your organization. Please be sure to answer honestly so that we can accurately assess your capacity in relation to the project you are proposing. There are no wrong answers!

The same applies for **section 3**, let us know about your current and past funding, including any Federal funds, and what financial systems you have in place. Again, your answers will help us determine your capacity.

Section 4 is fairly self-explanatory, tell us about the populations you serve and what services you provide.

For **Section 5** please provide a narrative of no more than 5 pages addressing each of the questions.

For **question 1**: Provide a paragraph or two describing your most pressing capacity needs, including the one you are addressing with your proposed project. We don't need a rundown of every challenge you are currently facing, please choose two priorities to discuss with a little more detail.

On **number 2**: Describe in detail what your capacity building project is – keep in mind the eligible uses. If your service area includes more counties than those persistent poverty counties in the RHCBS service area, please pay particular attention to how your project will benefit that RHCBS service area county in addition to your organization's service area in general. You must demonstrate how your project will affect the RHCBS service area in order to receive funding, so please refer to the list of counties on our website.

For **number 3**: explain how the proposed project will enable your organization to build its capacity and address current challenges. We're looking for a statement that shows how one of the challenges mentioned in number one will be helped by the project described in number 2. This question is aimed at the effects of the project in the here and now.

On **number 4**, Provide a statement on how the project will help the organization in the long-run. we are also looking for an objective way to measure success, this could be showing an increase in individuals served before and after the project was instituted, or an increase in funding. It may show a difference in the skills of staff members who attended trainings or retaining more members of your board or staff. Showing that you have completed the proposed project does not indicate success.

Finally, on **number 5**, provide a list of staff members who will be involved in the proposed project.

If you have specific questions about your project idea, would like assistance locating an appropriate training or software, or help developing a measure of success, we have technical assistance hours reserved for RHCBS grant applicants and will try to assist you however we can. Again, TA can be provided either over the phone or via email.

For the **Workplan**, break your proposed project down into objectives and provide a brief statement on the activities and anticipated outcomes. For example, if your organization wants to improve financial management systems, you may choose to purchase a computer and financial software and to have staff trained on its use. That project would be broken down on the workplan like this:

Task 1: buy a computer

Task 2: Purchase software

Task 3: Train staff

Task 4: Migrate data from hard copies

The **Certification of review** refers to a document entitled "Guidance to faith-based and community organizations on partnering with the Federal government" we will be emailing it to you after the call and it will be posted on the website as well, please read it and sign that you have read and understand it.

The **budget sheet** provides space for you to break down the expenses for the project, including any other resources you will be using.

Attachments

Please provide as many of the requested attachments as possible, you will not be penalized for not providing everything but they will help us to get a more accurate picture of your organization.

Submission Instructions

Full submission instructions are available in the application packet and on the powerpoint slides. If you are emailing your application, please title the document with your organization's name and mail the originals of pages requiring a signature.

Training Grants

Please see the powerpoint and website for information on training grants available throughout the year.