



## 2016 Grant Application and Guidelines

NOTE: Please review the Grant Guidelines prior to completing this application. Submit your completed application online at [wajumpstart.org/grant-application](http://wajumpstart.org/grant-application), or you can email your completed application to [wajumpstart@gmail.com](mailto:wajumpstart@gmail.com) by June 30, 2016. *Applications received after the due date will not be considered for the current calendar year's grant session.*

### Background:

The purpose of the Jump\$Start Washington Grant Program is to fund projects that support Jump\$Start's mission: Jump\$Start Washington promotes the development of personal finance skills of Washington residents, with emphasis on education for K-college youth.

The current focus of grant awards is Financial Literacy that impacts high needs populations and creates a best practice or tool that is replicable or scalable. This focus may change from time to time and will be reviewed by the Jump\$Start Board each year. The Board has the discretion to allow funding of grant requests that do not fit into the current focus, as long as they support the mission of Jump\$Start.

Funds will be granted to recipient organizations for the support of a specific purpose/project or program. Unused fund must be reported and returned with the Grant Usage Report.

### Process:

- Applicants must submit a complete Grant Application by June 30, 2016.
- Grant Review Committee (appointed by the board) reviews Grant Applications by July 31, 2016 and makes grant recommendations to the Jump\$Start Board at the August board meeting.
- Jump\$Start board votes on the grant recommendations at the August board meeting.
- Grants are announced at the 2016 Jump\$Start Educator Conference.
- Applicants are notified by email regarding grant decisions by August 31, 2016.
- Grant Funds are paid to Grant Recipients via check per the funding date noted in the Grant Application.
- Grant Recipients provide an interim report to the Jump\$Start board by February 1, 2017. The Grant Recipients will include pictures and narrative for Jump\$Start website and/or social media promotion of grant project. (Note: it is the responsibility of the Grant Recipient to obtain the proper releases for photos.)
- Grant Recipients provide a Grant Usage Report to the Jump\$Start board by May 31, 2017 or within 30 days of the use of grant funds, whichever comes first. The Grant Recipients will include pictures and narrative for Jump\$Start website and/or social media promotion of grant project. (Note: it is the responsibility of the Grant Recipient to obtain the proper releases for photos.) Unused funds must be reported and returned with the Grant Usage Report.
- Grant Interim Reports and Grant Usage Reports are reviewed by the Jump\$Start Grant Review Committee and Board at the February and June board meeting, respectively.

### Configuration:

The following are the components we should expect from applicants.

1. **Name of Requesting Organization**
2. **Requested Grant Amount**
3. **Requested Funding Date**



4. **Event Date** (optional) – Is the funding to be used for a specific event? If so, please provide the event date.
5. **Executive Summary** – One page single spaced single-sided synopsis of grant proposal goals, objectives, brief profile of organization including its designation as a charitable tax exempt entity.
6. **Statement of Need** – Describe and detail issue grant is seeking to address; supportive statements and narrative should include social/economic indicators (i.e., poverty rates, unemployment rates, incidence of high school dropout or completion, etc.) Narrative should support Jump\$start goals of program delivery to LMI communities – this should be demonstrated within Statement of Need.
7. **Project Description and Geographic Location-** (Overview, purpose, expectations) Narrative should specify program/project and its components; project length, dosage and number of participants. What is the purpose of the program? What geographic location is the project/program targeting and why? (Service area)
8. **Approach** – Description of how the program will be delivered and to whom (plan of action, supportive services, case management, curricula – project timeline and milestones). Description of target audience including social/economic indicators; Who will do what? Narrative should be very SMART in its approach (Specific, Measurable, Achievable, Relevant, Time Bound) Logic model can be included in this section too.
9. **Capacity** – Description of Staff and Organizational capacity. Should include 1 page resumes of key personnel. Description of similar projects/programs and outcomes. Statement of fiscal capability of past management of grants similar in size and scope. How will the project/program sustain at the conclusion of the grant? Narrative should include job descriptions of each grant related position – i.e., program manager, financial-ed teacher etc.
10. **Budget and Budget Justification** – Include an itemized cost estimate for your project. Attach a separate page if necessary. If we are not able to offer full funding, we may be able to provide a portion of it. You will be required to report actual costs in your Grant Usage Report. Unused funds must be reported and returned with your Grant Usage Report.

Item	Cost	% of Costs	Funding Source*
<b>Total Cost of Project:</b>	\$	*Show us who else is involved. If you do not have confirmation, let us know who else you have appealed to.	
<b>Total \$ Request from Jump\$start</b>	\$		

11. **Project Performance and Evaluation Plan** (continuous quality improvement plan) describe expected program performance activities performance measures (how will applicant collect required data – applicant characteristics, program operations, enrollment and participation



retention (service delivery) and outcomes. Plan for rigorous evaluation that can be supported by a logic model - Logic model should be included - is the project achieving/having the desired effect and impact? Must have sound valid and reliable measurement plan and methodological design.

Project Timeline: Please attach a timeline for your project outlining high points.

**NOTE: Reporting Requirements** – By accepting Jump\$Tart Washington funds, you agree to acknowledge Jump\$Tart funding, submit a Grant Usage Report, including pictures and quotes, by May 31, 2017 or within 30 days of the use of Grant funds, whichever comes first.

12. **Assurances and Risk Mitigation** – Statements of Assurances should include: Drug Free Workplace, Non-discriminatory practices, etc. etc. Also copy of insurance (liability) that includes indemnification of Jump\$Tart “Hold harmless” for any incidence of malfeasance/abuse/injury etc. Statements of procedural standards relating to “vetting” all program personnel for criminal background checks / sex offender checks.
13. **Attachments** – Letters of Support and/or Commitment of Resources, 501c3 tax exemption letter, audit (if one available) or year-end financials for last 2 years
14. **Organization Contact** – Include the name, title, email, of phone of the contact person responsible for complying with the grant and reporting requirements.