

Mifflin Juniata Human Service Department
Community Services Block Grant (CSBG)
Grant Application
2016 FY

I. Agency Profile:

Agency Name and Address:

Agency Director:

Name

Telephone #

Email

Project contact Person:

Title:

Name:

Address (if different from above)

Phone #

Fax #

E-mail:

County of Application:

Project Title:

Amount requested for this project:

Agency information:

* If 501c3, date of incorporation _____

* If not 501c3, licensure by _____

* Please attach or print below your agency mission statement. Have you changed your agency philosophy or mission in the last year? If yes, please indicate how.

II. Project Description:

- * Please provide a brief statement of need that refers directly to the Mifflin-Juniata Human Services Needs Assessment (can be found on the web at www.co.mifflin.pa.gov or www.juniatagov.com on the Human Services Department site.) Reference to which of the major issue areas your program addresses.
- * Describe in detail the activities, new concepts, innovations or practices in the proposed project. Note that you should meet with the MJHS Director to determine if activities meet CSBG program goals. List the CSBG goals that the activities will address.
- * Identify the target audience (age also), eligibility criteria, number of proposed unduplicated clients, number of anticipated contacts per client, and how the need of this audience can be met or problem resolved through this project.
- * Include a description of the administrative structure for the management of the proposed project in detail. Identify all personnel to be used in accomplishing the project either by description or classification.
- * Include an implementation timeline for the project.
- * If applicable, describe past CSBG experience, including successes and challenges.

III. Goals & Objectives:

Clearly state the overall goals and objectives capable of being attained by the proposed project. The objectives should be stated in measurable terms and related to the particular needs which the proposal addresses. Goals MUST match CSBG reportable goals. While there may be many goals that the program achieves, only list the goals that will be reported on to the CSBG program.

IV. Evaluation:

Describe evaluation procedures (internal and/or external) to be employed in order to determine the extent to which the objectives of the project are being achieved. Monitor will review evaluation data on site visits.

V. Budget Narrative:

Use the attached budget summary ONLY for the program for which you are seeking funding. Attach a narrative that explains and justifies your costs.

VI. Budget Summary:

* In addition to budget summary, be sure to include the most recent copy of your agency's independent financial audit. Please include management letter, if applicable.

VII. Signatures

Board of Directors, Chair or Exec. Director

Date