

Mifflin Juniata Human Service Department
Community Services Block Grant (CSBG)
Grant Application
2010 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:

Project Title:

Amount requested:

Total amount this project:

Agency information:

* If 501c3, date of incorporation _____

* If not 501c3, licensure by _____

* 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 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.
- * 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.

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:

Provide justification for the attached budget summary ONLY for the program for which you are seeking funding.

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