

Mifflin Juniata Human Service Department
Human Services Development Fund (HSDF)
Grant Application

I. Agency Profile:

Agency Name and Address:

Agency Director:

Name

Telephone #

Email

Program contact Person:

Title:

Name:

Address (if different from above)

Phone #

Fax #

E-mail:

Program 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.

Tax ID #:

II. Project Description:

- * Please provide a brief statement of need that refers directly to the Mifflin-Juniata Human Services Needs Assessment. 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 HSDF experience, including successes and challenges

III. Goals & Objectives:

Clearly state the overall goals and objectives (by filling out the attached logic model) 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. HSDF Work Statement and Signatures

See attached

