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Family Service Association  
San Antonio Capacity  
Building Initiative

Bidders Conference  
January 29, 2010



FAMILY SERVICE ASSOCIATION

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**URBAN  
STRATEGIES**

A 2x2 grid of stylized human figures. The top-left figure is black with a white head. The top-right figure is white with a black head. The bottom-left figure is white with a white head. The bottom-right figure is black with a black head. The figures are simple, with rectangular bodies and thin vertical lines for legs.

# What is this Grant about?

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**14 – 20 Organizations will receive**

- Technical Assistance
- Funding – Ranging from \$12,000 to \$20,000

# What is Technical Assistance?

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- Each organization will be assigned a **TA Manager** who will:
  - Help you develop an INDIVIDUALIZED TA PLAN
  - Work with you to insure that you complete the items on your TA Plan
  - Provide Specialized TA where needed
  - Insure that you utilize your grant monies appropriately

# Required Activities

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- Conduct a Financial Management review and develop an improvement plan if necessary with TA assistance
- Plan and conduct a Board Retreat with TA Assistance
- Develop a Strategic Plan/Business Plan with TA assistance
- Other areas according to Individualized TA Plan
- Expenditure of grant monies

# Who can Apply?

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- Must be Faith or Community Organization
- Annual budget must be no more than \$500,000
- Have not received direct federal funding over \$100,000
- Have not previously received CCF for similar work
- Cannot be a for-profit organization
- 501(c)3 organization **NOT REQUIRED**

# Who can Apply continued....

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- Provide services that are culturally appropriate
- Ready for development
- History of meaningful social service

# Who can Apply continued....

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Service must be in one of the following zip codes

78201

78223

78207

78227

78210

78242

78211

78237

78221

78228

# Who can Apply continued....

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Must provide (or plan to provide) one or more of the following services:

- Youth Services
- Financial Education Classes
- Job Readiness and Placement Services

# How Can the Monies be Used?

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**CAPACITY BUILDING**

**NOT**

Direct Services

# What is Capacity Building?????

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Activities that provide or improve organizational knowledge, skills, experience or resources to increase organizational capacity to enhance or expand services.

## **Areas**

- Community Engagement
- Revenue Development
- Program Development
- Organizational Development
- Leadership Development

# Community Engagement

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- Development of partnerships/collaborations
- Conduct a needs assessment
- Develop a plan for community engagement
- Develop literature
- Develop website

## **NOT**

- Purchase food for distribution

# Revenue Development

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- Develop a revenue development plan
- Purchase donor development or tracking software
- Purchase computer
- Send staff to grant writing training

## **NOT**

- Paying a person to write grants

# Program Development

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- Purchase durable equipment for programs
- Train staff in program components
- Develop a way to collect and analyze outcomes

NOT

- Paying a person to conduct classes

# Organizational Capacity

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- Create a financial management system
- Purchase computers and software
- Create policies and procedures
- Become a 501(c)3 organization
- Purchase and install IT system

## **NOT**

- Paying a person to do the bookkeeping

# Leadership Development

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- Conduct board development and training
- Hire a consultant to assist with board development
- Director and/or leaders attend leadership training
- Develop a volunteer program plan and system for training and tracking volunteers

NOT

- Paying staff to work directly with volunteers

# What about Religious Activity?

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Funds **CANNOT** be used for:

- Religious instruction
- Worship or Prayer
- Proselyzing

# What about Religious Activity?

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What if part of the services are faith associated and part secular?

COST ALLOCATION

# What is the Time Line?

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- Proposal Due – February 22, 2010 by 5:00 p.m.
- Site visits – March 3 – 5, 2010
- Mandatory Training – March 30, 2010
- All projects completed by August 31, 2010

# How do we fill out the application?

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## Part 1

- A. Cover Sheet
- B. Commitments
- B. Organization Description and History
- C. Geographic Service Area
- D. Community and Organization Need
- E. Program Information
- F. Program Management
- H. Funding Request

# Funding Request

## CAPACITY-BUILDING AREA #1

### What is the Capacity-Building Need you want to address?

Develop a program to prevent teen pregnancy

### What area of service are you addressing? (youth, financial education, or job readiness)

Youth

### Describe the need and how you will address it.

Our community has many young women who become pregnant before they complete school or are married. Therefore, they are dropping out of school and living in poverty. We need a program that helps them understand the risks of teen pregnancy and helps them dream for a better future.

# Funding Request

What will the grant funds be used for?	Amount of grant funds requested for this activity	Explanation for funding amount	Objectives or Goals to be Accomplished through this activity	Actions Required to Accomplish this Goal	Timeline for each Action Item
1. Hire a staff person to research and develop a program plan	\$6,480	4 months @ .5 FTE @ \$36,000 per year base salary; benefits at 8%;	A teen pregnancy prevention program plan will be completed	<ol style="list-style-type: none"> <li>1. A staff person will be designated and paid to develop the program plan</li> <li>2. Staff person will research proven curricula and program models</li> <li>3. Staff person will create draft of program model for review</li> <li>4. Organizational leadership and staff will approve plan</li> </ol>	<ol style="list-style-type: none"> <li>1. March 30, 2010</li> <li>2. April 30, 2010</li> <li>3. May 30, 2010</li> <li>4. June 30, 2010</li> </ol>
2. Purchase a teen pregnancy prevention curriculum	\$1,200	An estimate of Various curricula. Final cost dependent upon research	A proven curriculum for addressing teen pregnancy will be purchased	<ol style="list-style-type: none"> <li>1. Staff person will research proven curricula and program models</li> <li>2. Curriculum options will be presented to leadership</li> <li>3. Organizational leadership and staff will curriculum</li> <li>4. Curriculum will be purchased</li> </ol>	<ol style="list-style-type: none"> <li>1. April 30, 2010</li> <li>2. May 30, 2010</li> <li>3. June 30, 2010</li> <li>4. July 30, 2010</li> </ol>

# Funding Request

<p>3. Get 4 people trained in the curriculum</p>	<p>\$6,260</p>	<p>Travel – 4 people @ \$300 per person = \$1200          Hotel – 3 nights for 4 people @ \$110/night = \$1,320          Meals – 3 days for 4 people at \$45/day = \$540          Training cost = \$500/person = \$2000</p>	<p>Four individuals will be trained to provide teen pregnancy prevention curriculum</p>	<p>1. Curriculum will be chosen          2. Training will be chosen          3. Four individuals will be chosen          4. Four individuals will complete training</p>	<p>1. June 30, 2010          2. June 30, 2010          3. June 30, 2010          4. July 30, 2010</p>
<p>4. Develop brochures to promote the program</p>	<p>\$500</p>	<p>Estimated cost for design and printing</p>	<p>Literature for the promotion of the teen pregnancy program will be developed and printed.</p>	<p>1. Draft of brochure will be completed and approved          2. Brochures will be printed</p>	<p>1. July 15, 2010          2. July 30, 2010</p>
<p><b>TOTAL GRANT FUNDS REQUESTED</b></p>	<p><b>\$8,180</b></p>				

# How Do We Apply?

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- Submit Proposal
- Mail or Hand Deliver
- 1 Original and 6 Copies (total of 7 copies)
  - Attention to: Christine Sinick
  - Family Service Association
  - 702 San Pedro
  - San Antonio, TX 78212

# Further Question

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- Email to Lucy Macias-Basaldu
  - [Lmacias-basaldu@family-service.org](mailto:Lmacias-basaldu@family-service.org)