

Pre-proposal Session and Logic Model Training
FY 2024-2026 Grant Cycle
March 27, 2023

Alexandria Fund for Human Services

Investing in wellbeing, safety, self-sufficiency, and resilience.

Agenda

Opening Remarks by Kate Garvey, DCHS Director

About the Alexandria Fund for Human Services (AFHS)

AFHS FY'24 – 26

AFHS Grant Proposal FY'24-26

Program, Justification & Forms

Grantmaking Tool: Foundant Technologies

Application Evaluation Criteria & Scoring

Awards & Post-Award

Logic Model Presentation

Q & A



About the Alexandria Fund for
Human Services (AFHS)


Fund Purpose

The Alexandria Fund for Human Services (AFHS) aims to support human service needs for the City's most vulnerable residents across the lifespan to advance conditions in their respective environments of origin to ensure wellbeing, safety, self-sufficiency and resilience through equitable processes, practices, and outcomes.





AFHS Overview

- AFHS expands the human service delivery system through a competitive grant-making process, in recognition that the City alone cannot address all the vital needs of the community
 - AFHS funds non-profit partners in our community that are providing vital services to Alexandria residents.
 - Currently, \$2,000,000 supports 40+ programs managed by 34 nonprofit partners.
 - Current awards range from \$10,000-\$263,000+.
 - Historically AFHS grants have been supplemented by \$4 - \$5 million in additional funding from other sources received by the grantees
 - Review of grant submissions and funding recommendations are made by a committee comprised of a cross-section of members from the City human service-related boards and commissions.
 - Annual award amounts are contingent upon a City Council appropriation, and articulated priorities.
 - For the past 15 years the City Council's appropriation has ranged from \$1.9 to \$2.2 million, and the funding requests typically exceeds the available funds.
- 

The slide features a central white diamond shape with a thin white border, set against a light gray background. The text "AFHS FY'24-26" is centered within the diamond. The corners of the slide are decorated with overlapping geometric shapes in yellow and blue. The top-left and bottom-right corners have yellow shapes, while the top-right and bottom-left corners have blue shapes.

AFHS FY'24-26

New Features of AFHS:

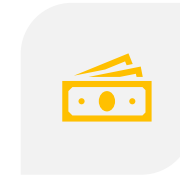
Resulting from
Reform Committee
Recommendations



ELIGIBILITY



GRANT MAKING
SOFTWARE



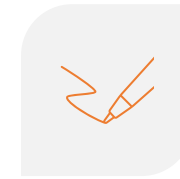
FUNDING
PRIORITIES



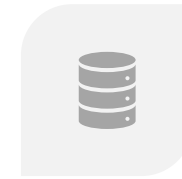
FOCUS
POPULATIONS



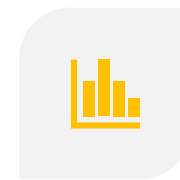
DATA
COLLECTION/REPORTING



GRANT NARRATIVE



BUDGET AND
ATTACHMENTS




LOGIC MODEL

The slide features a central white diamond shape with a thin white border, set against a light gray background. The background is decorated with four large, overlapping geometric shapes in the corners: a yellow diamond in the top-left, a blue diamond in the top-right, a blue diamond in the bottom-left, and a yellow diamond in the bottom-right. The text "AFHS Grant Proposal FY'24-26" is centered within the white diamond.

AFHS Grant Proposal FY'24-26


AFHS Grant Proposal FY'24-26


 Eligibility


 Funding Priorities

 Focus Populations


 On-Line Application Content


 Grant Narrative

 Budget and Attachments

 Data Collection/Reporting

 Other Supporting Attachments

 Grantmaking Tool

 Application Evaluation Criteria and Scoring

 Award Expectations

 Logic Model

Eligibility



AFHS will support organizations in the community positioned to offer services that are sound in practice and innovative in the way services are delivered to respond to emerging and critical human service challenges.



Organizations applying for funding may be based either in the City of Alexandria or in other jurisdictions, but funding made available through this grant opportunity can only be used to provide services to Alexandria residents.



Organizations, public or private with an IRS nonprofit determination are eligible to apply for AFHS funding.



Organizations interested in submitting a grant application, as first step will complete a pre-application screening in the grant portal to confirm eligibility.



Organizations governing body (Board of Directors) must approve grant submission.

Grant Priorities FY'24 –26

Proposed program/service will address the following grant priorities:

- All children and youth are school ready (this includes young children 0 to 5).
- All Alexandrians are socially connected, emotionally secure and culturally competent.
- All Alexandrians are economically secure and career ready.
- All Alexandrians have access to physical, dental, mental health and vision resources and services.
- All Alexandrians are assisted in and empowered to prevent and remedy crises (this includes food insecurity, evictions, and financial crises).

Focus Populations FY'24 –26

Grant awards are made for proposals that address 1 of the following focus populations for this grant cycle include:

- Children and youth (including ages 0-5)
- Individuals with low incomes and low wealth
- Individuals with dental, physical health, mental health and vision care needs
- Individuals facing crises
- Survivors of domestic violence and sexual assault
- Older Adults
- Historically marginalized communities: This population includes, but is not limited to: Black, Indigenous, People of Color (BIPOC), Immigrant populations (including those who lack documentation or families with mixed status), Justice involved individuals, LGBTQIA+, Persons with disabilities across the lifespan to include support for care givers, Individuals with Limited English proficiency, Unhoused /Housing Insecure /Housing Cost Burdened.

On-line Application Content

Organization's Legal Name
First Time Applicant
Organization Mailing Address
Chief Executive Officer/Executive
Director/Authorizing Representative
Email Address
Telephone Number
Principal Program Contact Person
Email Address
Telephone Number
Organization's Website Address
Organization's Federal Tax ID
Organization's Fiscal Year Start/End
Organization's FY 2023 Total Operating
Budget Amount

- Amount Requested for the Proposed Program/Project
- Joint Application- Contact Information for all Partnering Agencies
 - Partnering Organization Name
 - Partnering Organization Address
 - Partnering Organization Telephone Number
 - Partnering Organization Website
 - Partnering Organization's Principal Contact
 - Email address
 - Telephone Number
- Date the Board of Directors Approved the Submission of this Grant Application

On-line Application Content

(continued)

- AFHS Funding Priority the proposed program/service address. ***Only one grant application per priority will be accepted***
- Proposed Focus Population(s). *Applicants must select all that apply.*
- Proposed Zip Codes (within the City's Geographic Area) the proposed program/service will support. ***Applicants must select all that apply.***
- Proposed Program/Service Abstract (2000-character limit)- *Applicants must provide an abstract that addresses the outlined components, as this information will be used for publication purposes.*
 1. The problem your proposed program/service intends to address.
 2. The approach and key activities utilized in your proposed program/service.
 3. The intended focus population the program/service will serve and geographic area within the City of Alexandria. If the proposed program/service is being delivered in multiple settings, please list those.
 4. Organizational capacity and current practices related to the specialized skills, staffing, and ability to effectively reach and engage the proposed focus population.
 5. Describe confirmed partner agencies.

AFHS Grant Narrative

There are nine discrete sections with character limits:

- 1. Focus Population (1500-character limit)**- Description of the program/service and how this will benefit the focus population.
- 2. Human Service(s) Need Being Met (5000-character limit)**- Description of key activities and approach for the desired program/service.
- 3. Advancing Equity (3500-character limit)**- Include a description of how the proposed program or service provision will support the advancement of Equity in the City of Alexandria <https://www.alexandriava.gov/Equity>.
- 4. Outreach and Engagement (5000- character limit)** - Description of how your organization and current practices will enable effective reach of the proposed focus population.
- 5. Collaboration (1500-character limit)** - Describe how your proposal demonstrates collaboration with other identified partners and service providers in the community to strengthen the City's human service system.

Joint Applicants- Describe the collaboration, role, and responsibility for each partnering organization, and how this collaboration contributes to the successful accomplishment of the proposed program/service and strengthens the City's overall human service delivery system.

AFHS Grant Narrative (continued)

- 6. Participant Voice in Program/Service Design and Implementation (1500-character limit)** - Describe the role program participants played in the design of the proposed program/service provision and/or how they will continue to influence and govern the program activities.
- 7. Organizational Capacity Building (1500-character limit)** - How will the grant award strengthen your organization's capacity beyond the delivery of the proposed program/service, complement other programs and services the organization delivers to the same focus population, broaden relationships within the focus population communities, enhance staff diversity and fundraising capacity.
- 8. Maximizing Efficiency (1500-character limit)** - How the organization will leverage other community resources to maximize service delivery and minimize duplication of services
- 9. Fiscal and Organizational Management (3500-character limit)** - Identify key managerial, governance, and financial accountability policies and procedures of your organization -- for example, the background of Board members and qualifications of senior management, the quality of accounting and audit systems, and the organization's track record of successful management of other grants.



**Program Attachments, Budget
Justification & Forms**

Data Collection & Reporting

- Funded organizations will commit to collect and include in the required reports specific data as designated by the City that will include but will not be limited to:
 - Zip codes of the program/service beneficiaries
 - Ages and race/ethnicity population supported, and
 - Number of individuals/households served
- Data collection:
 - Will be relevant and reflect grantees' specific grant-funded work.
 - Ensure that focus areas of interests and populations are being served by the Fund.
 - Templates provided through this process will be user friendly and shared in advance with prospective grantees.
 - Trainings will be held with grantees to provide clarification and to ensure transparency about reporting requirements before the grant year starts.
 - An annual meeting will be held with grantees and the City's Office of Performance Analytics to discuss existing trends, data issues and future data needs.
- Grant recipients will be required to submit a Mid-Year and a Year-End report that provides program/service performance and expenditure information and data relevant to the grant funded work. Mid-Year and Year-End Final reports will be due the calendar date, January 31 and July 31 of each grant year, respectively.

Supporting Attachments & Attestation

- ✓ AFHS FY 24-26 Proposed Expense Form
- ✓ AFHS FY 24-26 Proposed Revenue Form
- ✓ IRS Letter of Nonprofit Determination (if applicable)
- ✓ Most Recent External Audit (organizations with annual operating budget of \$250,000 or less, may submit most recent Board approved year-end financial statement or most recent IRS Form 990 **new for AFHS*)
- ✓ Organization's FY 2023 Operating Budget
- ✓ Organization's Most Recent Annual Report (if available) **new to AFHS*
- ✓ Board of Directors Roster
- ✓ Memorandum of Understanding (MOU) or Letters of Collaboration for Joint Applications
- ✓ Evidence of participation in Virginia Quality Birth to 5 (VQB5) **for applicants seeking funding for childcare programs/services** **new for AFHS*

Grant Application Attestation- The submitter of the grant application will be required to declare authorization to apply for grant funding and declare to the best of their knowledge and belief that the information in the grant application is accurate.



Program Budget & Justification

Program Budget and Justification (3500-character limit) - *Two (2) active Excel files with summation formulas embedded are for reporting projected expenses and revenues for the proposed program/service are required attachments and can be downloaded from the on-line grant portal. Please download, complete, and upload these budget forms.*

Provide a narrative that explains and supports the grant request this information should include:

1. A description of funding and other resources, including volunteer support, donations and in-kind contributions that will be available to the proposed program/service. As appropriate provide an estimated per unit cost.
2. The potential for leveraging additional funding and support opportunities from non-City sources and estimated total of funding from these other sources.
3. The staff needed to accomplish program, related job responsibilities and the percentage of time the positions will spend the proposed program/service. Identify all supervisory or administrative positions, providing percentage of time devoted to project management, oversight, or administrative support functions.

Joint applicants should identify areas of shared costs or distribution of costs among participants in the budget narrative.

Only administrative costs directly related to the proposal are to be included within the request.

4. The consequences of partial funding upon the program/service in the event that the project is not fully funded, indicate the minimum acceptable level of funding the project can be implemented, and describe the impact to proposed outcomes. Identify the outcomes that could be achieved with the reduced level of funding, incorporating any limitations expected because of partial funding. Lastly, identify a plan for sustaining the project when City funds are no longer available.

- **NOTE:** Approved grant awards amounts will remain the same for the two subsequent grant cycle, and continuation and receipt of funding is dependent on performance.



Grant Making Tool:
Foundant Technologies

Grant Making Tool

One-Stop process:

- The AFHS FY'24-26 will be using an online grantmaking tool, Foundant Technologies.
- Organizations will have an opportunity to manage the entire grantmaking process in one secure portal.
- This tool provides organizations with the ability to submit grant proposal and required attachments using an on-line grant making tool. This portal will also be used to submit the Mid-Year and Year-End reports.
- Submissions will only be accepted via the Foundant Technologies grant application portal. **Grant applications may not be submitted in person, by U. S. Postal Services, courier, email nor facsimile.**
- *This is the first time a grant making tool is used and feedback is welcome.*

Getting Started: Click on the link

Getting Started

- Once you access the link, you will create an account by clicking “Create New Account” .
- This will link you to the *Create New Account* page.



Logon

Email Address*

federico.gutierrez@alexandriava.gov

Password*

.....

Log On

Create New Account

[Forgot your Password?](#)

Welcome to the City of Alexandria's Online Grant Portal. The City of Alexandria periodically offers funding opportunities to non-profit organizations, with the goal of improving the quality of life for Alexandria residents and visitors. Notices of Funding Availability and Request for Applications may be listed on this site upon budget approval.

New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials. To view the New Users/Applicants Tutorial [click here](#).

Existing Users: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password?" link to the left to reset your password.

Not Sure? If you think that you or someone at your organization has already registered in the system, do not create a new account. Please contact Department of Community and Human Services at: DCHSAlexFund@alexandriava.gov; or the Office of the Arts at: arts@alexandriava.gov to receive your username.

Getting Started: Creating a new account

Getting Started

- Complete all sections on the page:
 - Organization Information
 - User Information
 - Executive Officer Questions
- Complete all fields designated with an asterisks (*).
- Once this section is complete, you will be prompted to the Eligibility page.

Create New Account

If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page

⚠ Using the browser's back button will delete your registration information.

ℹ This registration process has multiple steps you must complete before you can apply.

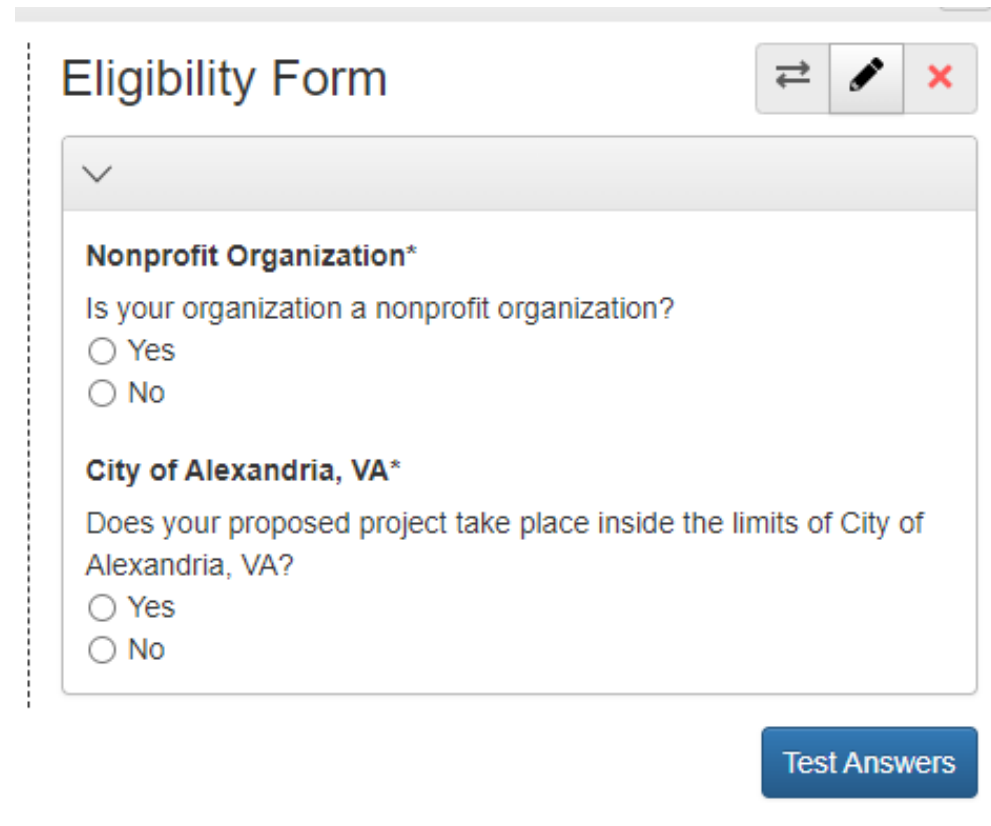
Fields with an asterisk (*) are required.

Organization Information	
Organization Name*	EIN / Tax ID (##-#####)* <small>If you do not have an EIN, please enter NA.</small>
Web Site	Telephone Number (###-###-#### x####)*
Organization Email	Address 1*
Address 2	City*
State*	Postal Code*
Next >	
User Information	
Executive Officer Question	

Getting Started: Eligibility

Getting Started

- Once you have a New Account, you will be prompted to complete the Eligibility section.
- If your organization is eligible, you will be prompted to continue on to the application.




The screenshot shows a web-based form titled "Eligibility Form". At the top right of the form are three icons: a double-headed arrow, a pencil, and a red 'X'. Below the title bar is a dropdown menu with a downward arrow. The form contains two sections, each with a question and two radio button options:

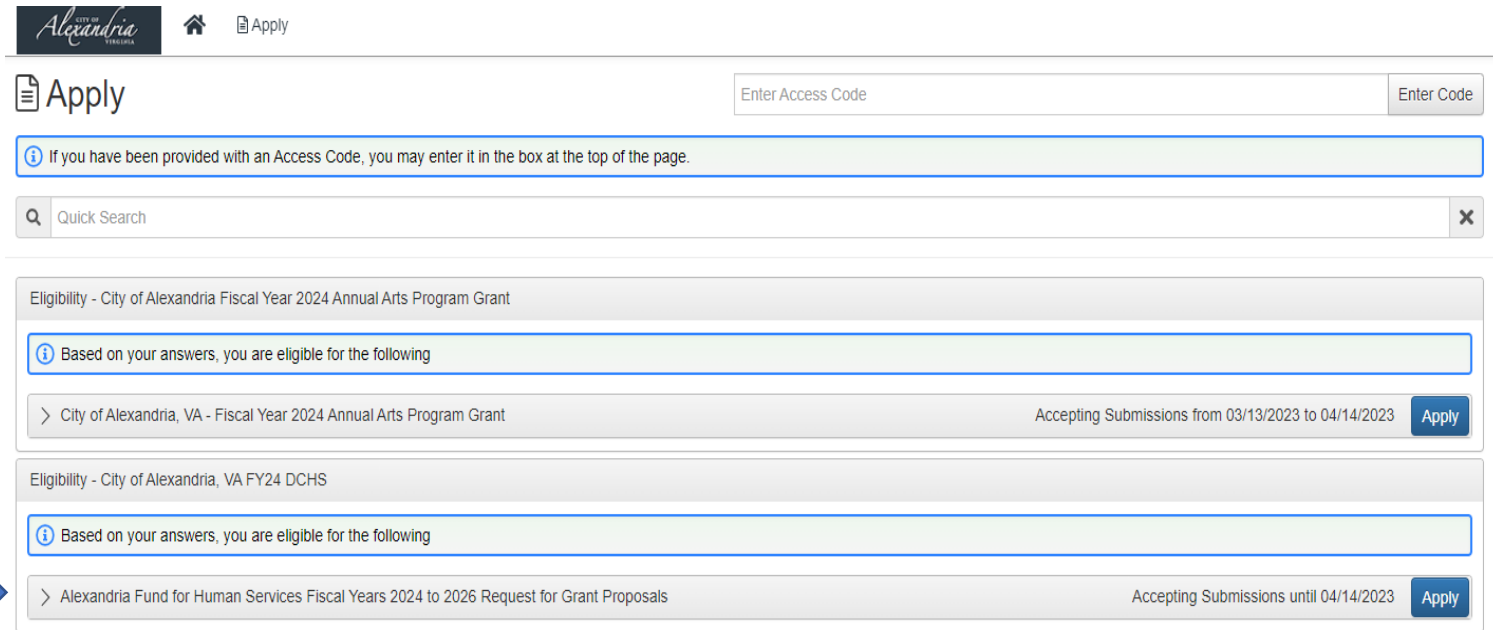
- Nonprofit Organization***
Is your organization a nonprofit organization?
 Yes
 No
- City of Alexandria, VA***
Does your proposed project take place inside the limits of City of Alexandria, VA?
 Yes
 No




At the bottom right of the form is a blue button labeled "Test Answers".


Grant Making Tool: Apply


Getting Started


- You will know that you are in the application section when you see the Applicant Dashboard page.
- Please select: Alexandria Fund for Human Services Fiscal Years 2024 to 2026 Request for Grant Proposals. 




   Apply

 Apply

 If you have been provided with an Access Code, you may enter it in the box at the top of the page.




Eligibility - City of Alexandria Fiscal Year 2024 Annual Arts Program Grant

 Based on your answers, you are eligible for the following

> City of Alexandria, VA - Fiscal Year 2024 Annual Arts Program Grant Accepting Submissions from 03/13/2023 to 04/14/2023

Eligibility - City of Alexandria, VA FY24 DCHS

 Based on your answers, you are eligible for the following

> Alexandria Fund for Human Services Fiscal Years 2024 to 2026 Request for Grant Proposals Accepting Submissions until 04/14/2023

Grant Making Tool: Application

Getting Started

- In the Application page, you will be able to begin your grant proposal.
 - Instructions
 - Application Cover Page
 - Application Narrative

The screenshot shows the 'Application' page for the Alexandria Fund for Human Services Fiscal Years 2024 to 2026 Request for Grant Proposals. The page includes a header with the Alexandria logo and an 'Apply' button. The main content area is divided into sections for 'Contact Info', 'Request', and 'Documents'. The 'Request' section is active, showing applicant and organization details. The applicant is Federico Gutierrez, and the organization is Federico Inc. A message at the bottom of the request section states: 'If your organization information does not appear correct, please contact the funder. Thank you.' Below this, there are tabs for 'Eligibility' and 'Application', with 'Application' selected. The 'Application' section contains a list of steps: 'Instructions', 'Application Cover Page', and 'Application Narrative'. At the bottom, there are buttons for 'Abandon Request', 'Save Application', and 'Submit Application'.

Application Public Profile Copy Previous Answers Collaborate

Process: Alexandria Fund for Human Services Fiscal Years 2024 to 2026 Request for Grant Proposals

Contact Info **Request** Documents

Applicant:
Federico Gutierrez
federicodgutierrez@msn.com
703-746-3604
4850 Mark Center Dr.
Alexandria , VA 22311

Organization:
Federico Inc
NA
703-746-3604
4850 Mark Center Dr.
Alexandria , VA 22311

[Contact Email History](#)

If your organization information does not appear correct, please contact the funder. Thank you.

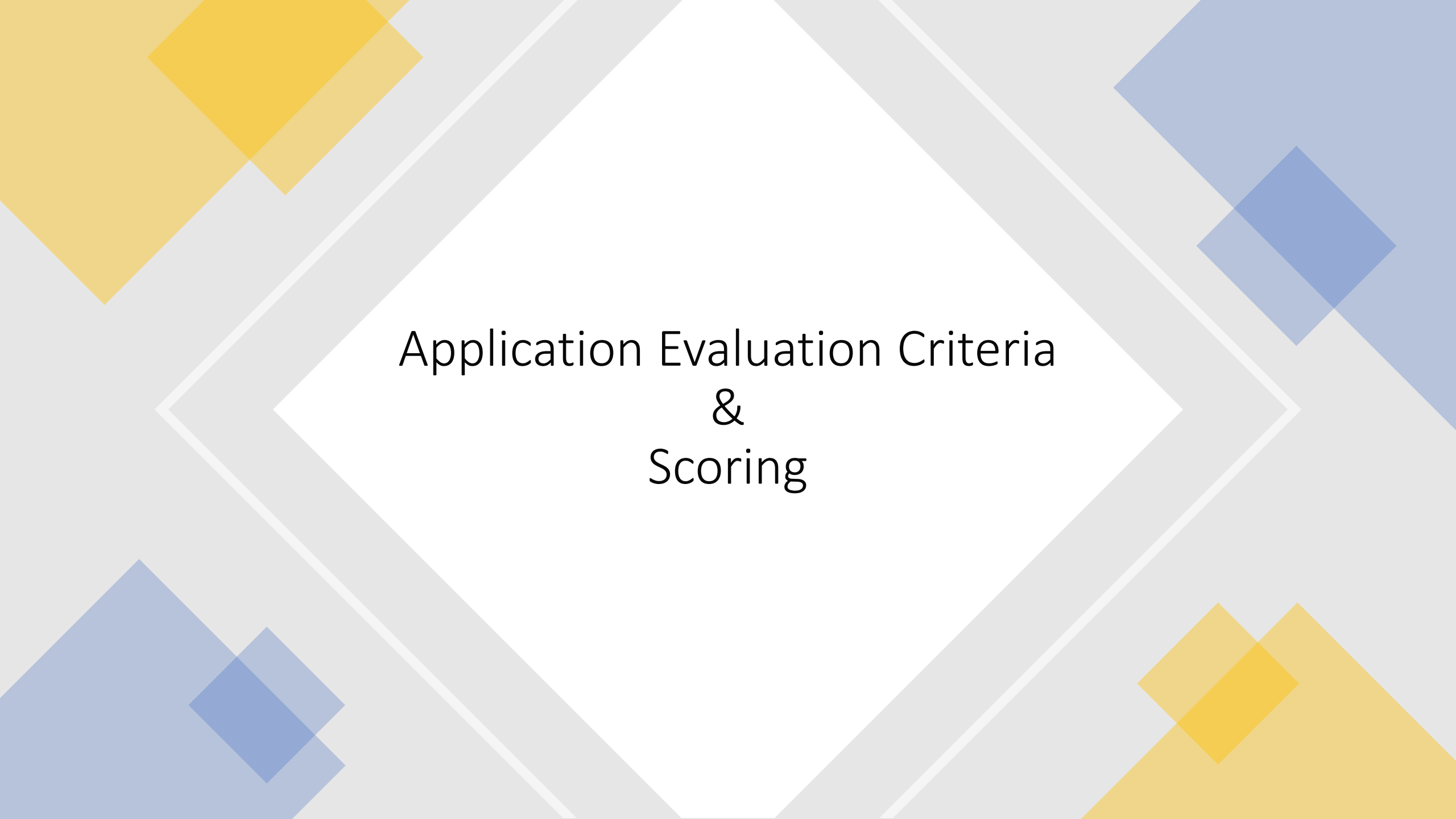
Eligibility **Application** Question List

Due by 04/17/2023 05:00 PM EDT.
Fields with an asterisk (*) are required.

> Instructions
> Application Cover Page
> Application Narrative

Due by 04/17/2023 05:00 PM EDT.

Abandon Request Save Application Submit Application



Application Evaluation Criteria & Scoring

Application Evaluation Criteria & Scoring

- A committee external to DCHS will review grant application and make award recommendations.
- This is a competitive grant application process, and using established criteria, the panel will review and evaluate grant applications and make funding recommendations.
- The panel will receive feedback from DCHS' program and finance staff, as appropriate.
- Grant proposals will be reviewed and certified before being moved forward to the external evaluation process. Applicants submitting incomplete grant proposals will be notified immediately that their proposal has been deemed ineligible. A grant proposal may be deemed ineligible for one or all of the following:
 - Guidelines for proposal content, attachment(s) were not followed as specified.
 - The attachment(s) submitted does not comply with the guideline request.
 - The attachment(s) submitted did not contain complete information.

Application Evaluation Criteria & Scoring

(continued)

Maximum Points	Criteria
20	Focus Population- Is a City priority, and the proposal articulates the demographic and geographic characteristics of the intended focus population and data that validates their unmet human service need.
20	Human Service Need Being Met- The proposal clearly articulates the human service need being addressed and articulates an approach on how the program/service will be delivered.
10	Advancing Equity- The proposal articulates actions taken by the organization to advance equity.
10	Collaboration - The proposal describes active collaboration between and among service providers. Joint Applicants- The proposal will need to describe the collaboration, roles and responsibilities of each of the partnering organizations. An MOU or Letter of Commitment with the formal partners will need to be submitted with grant proposal.
10	Maximizing Efficiency- The proposal discusses noteworthy or innovative approaches and how the proposed program/service will enhance organizational efficiency and cost effectiveness, i.e. mobilizing free or low-cost services, or volunteer support.
10	Fiscal and Organizational Management- The proposal provides insight about key managerial, governance and fiscal accountability policies and procedures, the qualifications of board members, and staff, the quality of accounting and auditing systems, and the organization’s track record for successful grants management.
10	Outreach and Engagement- The proposal conveys the organizational capacity and current practices including the specialized skills, staffing and ability to effectively reach and engage the proposed focus population.
5	Voice in Program/Service Design and Implementation – The proposal details the role program participants or stakeholders played in the development of the proposed program/service.
5	Organizational Capacity- The proposal will address how an AFHS grant will serve to strengthen the organization’s capacity and complement other program and services the organization delivers to the same focus population.
Total 100	



Awards & Post-Award

Awarded Programs...



Intent to Award letter will be sent through the grantmaking tool.



Modify program goals and budgets based on award amounts.



A Grant Agreement will be executed.



Grant recipients are required to maintain program and financial records.

Awarded Programs...



Recipients are required to submit two reports per grant year, a Mid-Term and a Year-End report, noting their success in achieving desired program outcomes.



Board members should also receive and review program & financial reports.



Trainings: For those programs awarded grants there will be two mandatory trainings per grant year, those will take place in the Fall of 2023 and in the Spring of 2024.

Post-Award Session

A virtual Post-Award session will be held in June 2023 with all grantees.

During this session grantees will be provided with an overview of:

- ✓ The terms and conditions of the AFHS.
- ✓ Grant monitoring and evaluation.
- ✓ Instructions on how to submit the reporting requirements using the on-line grantmaking tool.
- ✓ Invoicing information: 2-installmetns.



AFHS Audit & Recordkeeping Requirements



It is the City's policy that the Office of Internal Audit maintain a repository of audited financial statements for organizations receiving City funding.



For each year during the grant cycle, grant recipients must submit (within 45 days of Board approval) a copy of their organization's annual audit report, management letter or year-end financial statement directly to the Office of Internal Audit.



Organizations with annual operating budget of \$250,000 or less, may submit most recent Board approved year-end financial statement or most recent IRS Form 990 .



Grant recipients are expected to retain all books, records and other documents relative to this grant for 3 years after final payment for each grant period, or until audited by the City, whichever is earlier.



City's authorized agents, and/or auditors must have full access to and the right to examine any programmatic or financial records specifically related to the grant for the same period.



Logic Model Presentation

Logic Model

- A Logic Model is a new requirement for the AFHS and template is available through the on-line grantmaking tool.
- It is a tool to visualize the connection between the planned components of the intervention or project and the intended results.
- This exercise should help demonstrate how your proposed project/intervention contributes to your organization's selected grant priority(s) of the Alexandria Fund for Human Services. The proposed metrics for your project should tie directly to this model.
- For the second half of this session, we have staff from the City Office of Performance Analytics (OPA) who will walk you through on how to develop this tool.
- The Logic Model template is a downloadable Word that can be used to insert required fields. Once completed, this tool can be uploaded to the on-line grantmaking tool.

Important Dates

GRANT PROCESS TIMELINE

Notice of Funding Availability and Request for Grant Proposals Issued **March 17, 2023**

Virtual Pre-Proposal and Logic Model Training Session for Prospective Applicants **March 27, 2023**

Application Submission Deadline **April 17, 2023
5:00 p.m. EST**

Grant Application Certification and Review Period **April 18-May 19, 2023**

- **Grant Award Notice and Agreements Provided to Successful Applicants** **June 2023**
- **Post-award Training for Successful Applicants**

Grant Cycle **July 1, 2023 - June 30, 2026**



Q & A



Thank you



If you have any questions regarding this presentation or the grant process, please feel free to email:
DCHSAlexFund@alexandriava.gov



In the Subject line of the email, please state the nature of your inquiry.



Responses to all questions will be posted within 48-hours in our FAQ's document on the AFHS website:
DCHSAlexFund@alexandriava.gov



All correspondence will be sent from our
DCHSAlexFund@alexandriava.gov email. Please check your Junk E-mail folder.