1. **Organization's Mission Statement \***
2. **Organization's Vision Statement**
3. **Brief Summary of Organization's History \***
4. **Summary description of overall program/project to be funded under this grant. \***
5. **Brief description of population to be served by this program/project. \***
6. **What is the problem/challenge or need that is unaddressed or unmet? OR What is the community benefit that this program or project will impart? \***
7. **Timetable for implementation and duration of program/project**. **\***
8. **How and with whom will the Agency collaborate on this particular program/project? \***
9. **How is your program/project different from similar existing projects at other organizations? \***
10. **Provide specific short-term, intermediate and/or long-term outcomes of this program/project and the time frame within which they will occur. \***
11. **How will outcomes be measured and who (e.g. staff, consultant, etc.) will measure them? \***
12. **How will the results be used and disseminated by your organization and/or by others? \***
13. **How will the project/program constituents and/or clients be actively involved in the evaluating the program/project? \***
14. **Please list prior year achievements if this is an ongoing project. (enter N/A if this is new project). \***
15. **Are you expecting funding from any earned revenue? If yes. please explain.**
16. **Are you expecting funding from any in-kind support such as, volunteer’s hours and financial value of those hours, in-kind services provide your agency and the value of those services, etc.? \***
17. **What special events did your Agency have scheduled in 2021? Were you able to have them? Due to Covid-19 please share what challenges you faced and some of the ways you we able to overcome event losses. \***
18. **What kind of special events/mailings do you have planned for 2023. \***
19. **Request for an exemption of an event/funding campaigns during the United Way black out period of September 1-November 30, 2023. (If applicable).**
20. **Do you have a sliding fee scale? If yes, please upload your fee schedule at the end of this application**.
21. **Does Your organization charge fees? If yes, are services at no cost to those in poverty levels? \***
22. **How did Covid-19 impact the number of individuals your Agency served in 2022 compared to 2021? For example: did those served needs increase, did you have to reduce/increase services, etc.? \***
23. **How did you adjust the way services were provided, how was the agency staff effected and how was the day to day workplace environment effected, impacted, etc.? \***
24. **What adjustments have you put into place to provide services in 2022? \***
25. **Volunteer Challenges due to Covid-19. Please share the challenges/impact you have had/felt with not being able to use volunteers during the pandemic. Also, you can share the differences from the previous year. Have you learned/used different resources during this time?**
26. **Explanation and plan to reduce administrative costs to less than 28%, If needed: OR attach explanation letter at the end of the application.**

**\*Equals it is a required question to be answered**