

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:

County of Request:

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 #:

Program Director

Date

Board of Directors, Chair

Date

II. Project Description:

- * Please provide a brief statement of need that refers directly to the Mifflin Juniata Human Services Needs Assessment. Please note that this year, the application must address the priority need of EDUCATION.
- * If applicable, describe past HSDF experience. Summarize last year's logical model in terms of outcomes achieved (quantitative data).
- * Describe in detail the program and activities these funds will support currently.
- * Include a description of the staffing 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.
- * 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 funding.
- * Include an implementation timeline for the project.

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 need of EDUCATION 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. Explain how you are going to show change indicated. **EVALUATIVE TOOL MUST BE ATTACHED.**

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. Other supporting materials

Please see instructions for other requested supporting materials.