

**Matanuska-Susitna Borough
Human Services Community Matching Grant**

GENERAL APPLICATION GUIDELINES AND SCORING CRITERIA

The goal of the Matanuska-Susitna Borough Human Services Community Matching Grant program is to fund programs that provide direct critically needed essential health and social services. Applications that request funding for Capital (i.e., equipment, etc.) purchases of any sort will be considered ineligible.

To apply for the Matanuska-Susitna Borough Human Services Community Matching Grant the applicant agency MUST complete the attached forms and provide a written narrative that addresses the following items:

PROGRAM INFORMATION:

1. Program Name;
2. Program Scope;
3. Selects and Describes how the proposed program addresses one or more Mat-Su Human Services Matching Grant priority: Behavioral Health: Substance abuse, Mental Health, Depression, Suicide; Child abuse and neglect; Senior services; Family support services; Emergency/crisis services.

COMMUNITY NEED:

4. The community need that will be addressed through the proposed program, including statistics regarding the identified issue as well as a description of the existing resources and gaps in the system.
5. The impact of program services to the community.
6. Explains how this is a critically needed essential human service that is necessary to prevent serious mental or physical hardship as required by AS 29.60.650 & AS 29.60.610(a)1.
7. Explains how is the agency coordinating and collaborating with community partners in order to avoid duplication and to provide a continuum of care whenever possible.

PROGRAM OBJECTIVES AND EVALUATION:

8. Explains the administrative and financial management systems/procedures that will be used to manage this program.
9. Provides details on how the program will be accomplished, including a timeline for service/program delivery, project staffing, ..
10. Identifies the selection criteria for individuals/families to participate in the program.
11. Describes the strategies that will be utilized, the rationale for the selected strategies and the agency's experience delivering these strategies.
12. Provides an evaluation plan for the program. Objectives may indicate type of change, how much change will occur, and how the change will be measured.
13. Describes how the program will be sustained to meet long-term goals.

BUDGET:

14. As part of your grant narrative, please provide a budget narrative of your program budget identifying specific revenue sources, indicating if the source is pending or secured, as well as specific program expenses needed to successfully deliver the program. Provide information on how the agency has or would leverage borough funds if the grant were awarded. Provide any additional information that will assist community volunteers to understand the program budget and/or requested amount of funding.

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The following items MUST BE attached to your application – if they are not attached your application will be deemed incomplete and removed from the scoring process.

1. First two (2) pages of the most recent 990; and
2. Most recent Financial Audit, in its entirety; OR
3. Most recent Financial Statement, provided from an outside source. We understand that some agencies are not required to have an annual audit. A full financial statement will be accepted, however, it must be the actual financial statement and not just the cover letter or summary provided to the board.

To support requests for funds, applicants may use information from the most current *Community Health Needs Assessment*, in addition to other relevant materials. The Community Health Needs Assessment is available online and can be found on the Mat-Su Health Foundation website at <http://www.healthymatsu.org/Learning/mshf-reports>

APPLICATION SCORING & SCORING CRITERIA

PROGRAM INFORMATION - 25 points

To receive full points in this section the applicant must include all required documents, including the three forms attached to this document. It must also include a detailed description of the program, the program scope, including details on how the grant funds will be utilized, and how the proposed program addresses one or more Mat-Su Human Services Matching Grant priorities. Applicants should be sure to include sufficient information to provide community volunteers a clear understanding of the proposed program.

COMMUNITY NEED- 40 points

To receive full points in this section the applicant must clearly describe the agency's community function by including the Agency's mission statement. In addition, the narrative must clearly provide sufficient information to provide community volunteers a clear understanding of the community need this program provides by addressing each of the items under this category on page 1 of this packet.

PROGRAM OBJECTIVES AND EVALUATION - 25 points

To receive full points in this section the applicant must clearly describe the agency's program objectives and evaluation methods. The narrative must clearly provide sufficient information for community volunteers to develop a clear understanding of what the applicant's program objectives and evaluation methods are by addressing each of the items under this category on page 1 of this packet.

BUDGET - 10 points

To receive full points in this section the applicant must clearly describe the program budget as described on page 1 of this packet. The budget narrative must clearly provide sufficient information for community volunteers to develop an understanding of the program budget