

WELCOME



2015

Human Services and F.R.E.S.H. Grant Cycle

FULTON COUNTY

OFFICE OF GRANTS & COMMUNITY PARTNERSHIPS

Dedrick A. Muhammad, Division Manager

Carlos S. Thomas, Program Manager

Jenesia Welch, District 1 & 2 Administrator

Cynthia McRae, District 3 Administrator (sharing District 4)

Doris Edwards, District 5 Administrator

Cherie Williams, District 6 Administrator (sharing District 4)

APPLICATION HIGHLIGHTS

- General Grant Guidelines
- Grant Application Checklist
- Funding Priorities and Strategies
- Application Review and Funding Process
- Grant Implementation Process
- Highlights of the On-line Application
- Commission District Locator

MISSION

□ Human Services & F.R.E.S.H. Grants

To support and utilize a network of community-based service delivery systems that provide comprehensive, inclusive, diverse and citizen-focused programs that meet emerging community needs

General Grant Guidelines

GENERAL GRANT GUIDELINES (CONT.)

Applicants may apply for the F.R.E.S.H. Grant or Human Services Grant but NOT BOTH.

- No more than 2 F.R.E.S.H. Grant applications per Commission District will be accepted per agency
- No more than 2 Human Services Grant applications will be accepted per agency

GENERAL GRANT GUIDELINES (CONT.)

- No more than **50%** of the agency's operating budget may be requested and may not exceed a total request of **\$100,000** per APPLICATION.
- Not more than **3.5%** of the grant award may be applied towards administrative costs of the program.

GENERAL GRANT GUIDELINES

- Grant funds must support Fulton County residents only
- Fulton County Commission Districts of all Fulton County citizens served by the agency & program must be captured
 - The Commission District is determined by the home address of each participant
 - You **MUST** capture the home address of **EACH** individual served

Example:

Your Agency/Organization serves 350 individuals, 300 reside in Fulton County /50 reside outside Fulton County

- Breakdown of 300 Fulton County Residents
 - 33 reside in District 1
 - 75 reside in District 2
 - 50 reside in District 3
 - 50 reside in District 4
 - 67 reside in District 5
 - 25 reside in District 6

Eligibility Requirements

ELIGIBILITY REQUIREMENTS

NEW APPLICANTS must complete applicable requirements **1 - 22**.

- Agencies that did not receive FRESH/Human Services Grant funding in a previous year are considered as NEW.
- Agencies that received previous funding, but do not possess a current/valid Fulton County Basic Standards Certificate are considered as NEW.
- **Note:** Agencies that have a current/valid Fulton County Basic Standards Certificate (not expired before December 31, 2014) ARE NOT considered new; these agencies are considered as returning.

RETURNING APPLICANTS must **ONLY** complete applicable requirements **6 -22**.

- Agencies that received FRESH/Human Services Grant funding in a previous grant cycle, and have a current/valid Fulton County Basic Standards Certificate (not expired before December 31, 2014).
- **Note:** Agencies that did not receive funding in a previous grant cycle, but have a current/valid Fulton County Basic Standards Certificate (not expired before December 31, 2014) are also considered as returning.

ELIGIBILITY REQUIREMENTS (CONT.)

1. A **501(c)3 Letter** from the Internal Revenue Service recognizing the agency as tax exempt (501(c)3 must be for at least one year)
2. **Articles of Incorporation and Amendments** from the Georgia Secretary of State
3. List of **active Board members**
4. Copy of recent **Board Meeting Minutes** (within the past 12 months)
5. Agency/Program **organizational chart**

NEW APPLICANTS ONLY

ELIGIBILITY REQUIREMENTS (CONT.)

- **Homeland Security and Immigration Documentation**
 - U.S. Homeland Security E-Verify “Program for Employment Verification – MOU” document
 - Georgia Security and Immigration Contractor Affidavit
 - Georgia Security and Immigration Subcontractor Affidavit

- **An original Certificate or Declaration of Insurance**

- **Copy of recent agency / program audit**
 - Fiscal year review periods between January 1, 2012 and December 31, 2014
 - Contain at least one full year (12 months) of financial records within the review periods

ALL APPLICANTS

ELIGIBILITY REQUIREMENTS (CONT.)

- Two (2) current **non-Fulton County funding sources**
- Two (2) years **performance measure outcomes:**
 - Documentation that measurable results were achieved; or
 - A listing of measurable results which can be independently verified
- **Program Outcome Success**
 - 10% of the program participants reported to benefit from the program that you are seeking funding to support
 - Documentation provided must be consistent with the response in application question #21

ALL APPLICANTS

ELIGIBILITY REQUIREMENTS (CONT.)

- Program **Evaluation Forms** and Tools
- Facility **Use Agreement(s)** signed by both parties
- Organizations applying for Human Service Grants in the category of Youth and Families or FRESH Grants must submit:
 - Documentation from **Bright from the Start**, GA Department of Early Care and Learning
 1. Licensed program
 2. Program not subject to licensure; or
 3. Program not within jurisdiction of Bright from the Start

ALL APPLICANTS

ELIGIBILITY REQUIREMENTS (CONT.)

- Current Fulton County **Basic Standards** certificate
- Mandated **Federal** permits, licenses and certifications
- Mandated **State** permits, licenses and certifications
- Mandated **Local** permits, licenses and certifications

ALL APPLICANTS

ELIGIBILITY REQUIREMENTS (CONT.)

- **Basic Standards Certification**



FOR RETURNING AGENCIES ONLY

Fulton County F.R.E.S.H. and Human Services Grants
Basic Standards for
Non-Profit Organizations

Certificate of Completion

Awarded to:

Service Provider Name, Inc.

*This certifies that the non-profit organization
listed above has successfully completed Fulton County F.R.E.S.H. and
Human Services Grants Basic Standards*

Certification expires: 12/31/2015

Agency Mailing Address:
1234 Agency Site Road
Atlanta, GA 30303

FRESH Funding District: 6
Program Site(s) Certified:

1234 Program Site 1 Lane
Atlanta, GA 30303

5678 Program Site 2 Drive
Atlanta, GA 30303



Dedrick A. Muhammad

Dedrick A. Muhammad
Division Manager
Office of Grants and Community Partnerships
137 Peachtree Street, SW., Suite 100
Atlanta, GA 30303

INELIGIBLE APPLICATIONS

- Construction projects, renovation, repairs, remodeling of existing buildings, or land acquisitions
- Agencies that serve as funding sources to 501(c)3 organizations
- Capital expenditures (resources not completely consumed during the contract year i.e. computers, construction, vehicles, cell phones, etc.)
- No more than 2 F.R.E.S.H. Grant applications per district will be considered for funding per agency
- No more than 2 Human Services Grant applications will be considered for funding per agency
- No more than 50% of the agency's operating budget may be requested, and amount may not exceed a total request of \$100,000.00 per application.
- Not more than 3.5% of requested or awarded grant funds may be applied towards administrative costs of the program.

**FULTON COUNTY BOARD OF COMMISSIONERS AND
HEALTH & HUMAN SERVICES FOCUS AREA**

FULTON COUNTY BOARD OF COMMISSION AND HEALTH & HUMAN SERVICES FOCUS AREA

Vision: Proactive and Collaborative Services that Promote Health and Human Development

Goal 1

Develop a network of integrated and effective health and human services that improve health outcomes and promote health equity.

Objectives:

- ❖ Provide evidence-based programs and services emphasizing prevention and early intervention in partnership with community providers.
- ❖ Build partnerships with local education systems to support the health and development of children and youth.
- ❖ Enhance and expand lifelong learning opportunities that positively impact residents' quality of life.
- ❖ Support aging in place and high quality of life for seniors.
- ❖ Ensure efficient and effective service provision by community partners.

FULTON COUNTY BOARD OF COMMISSION AND HEALTH & HUMAN SERVICES FOCUS AREA

Goal 2

Enact policies that promote health equity and environmental justice.

Objectives:

- ❖ Increase availability of healthy food and beverage choices in County facilities and programs.
- ❖ Advance policies and programs that improve air quality and enhance human health.
- ❖ Incorporate sustainable elements into the design, construction and operation of County facilities and projects.

Human Services Grant

FUNDING AREAS

HUMAN SERVICES GRANT

- ❖ Aging
- ❖ Disability
- ❖ HIV/AIDS
- ❖ Homelessness & Housing
- ❖ Employment
- ❖ Youth & Families

FUNDING AREAS

HUMAN SERVICES GRANT

Aging: Fulton County Seniors age 55 and older experience optimal health and are able to function independently for as long as possible.

- ❖ Senior Hunger/ Food Security
- ❖ Transportation
- ❖ Home Repair

FUNDING AREAS

HUMAN SERVICES GRANT (CONT.)

Disability: Persons of all ages living with disabilities in Fulton County are able to experience an optimal quality of life and have access to equal opportunities as persons living without disabilities.

- ❖ Disability Mobility; transportation to medical appointments and for social activities.
- ❖ Accessible and affordable housing opportunities
- ❖ Inclusion programs for Seniors

FUNDING AREAS

HUMAN SERVICES GRANT (CONT.)

HIV/ AIDS: People of all ages in Fulton County engage in behaviors that prevent or minimize their risk of contracting or spreading HIV, and those already living with AIDS are assured safety, emotional support and necessary medical care.

HIV / AIDS Prevention and Education

- ❖ Laboratory Services
- ❖ Housing Assistance (Rental Assistance or Utility Assistance)
- ❖ Food Assistance (Grocery Vouchers or Food Pantry)

FUNDING AREAS

HUMAN SERVICES GRANT (CONT.)

Homelessness & Housing: Every person in Fulton County is equipped with the resources and skills necessary to obtain and maintain their own permanent residence.

- ❖ Housing for homeless families (women and children)
- ❖ Affordable housing options
- ❖ Supportive services for homeless individuals and families

FUNDING AREAS

HUMAN SERVICES GRANT (CONT.)

Employment: Every person living or working in Fulton County possesses the skills and knowledge necessary for employment that allows self-sufficiency.

- ❖ Occupational skills training (i.e. forklift training, computer literacy)
- ❖ Certified GED/Diploma & Continuing Education courses
- ❖ Instructor taught/led computer skills training (beginning, intermediate, advanced)
- ❖ Ex-offender support services (employment, housing options and transitional skills training)

FUNDING AREAS

HUMAN SERVICES GRANT (CONT.)

Youth & Families: Fulton County youth from birth to young adulthood experience healthy growth, positive development and are prepared to achieve their full potential.

- ❖ HIV / AIDS Prevention and Education
- ❖ Asthma Prevention and Education
- ❖ Food Security
- ❖ Education Enhancements that address college/technical school opportunities, character development, ethical behavior, volunteer opportunities, tutorial, homework assistance, GED, SAT and ACT testing skills for families living in poverty.
- ❖ Family, group and individual counseling to focus on anger management, bullying behavior, suicide, dating or relationship issues, conflict resolution and stress management for children and youth.
- ❖ Programs offering from 2 to 12 hours of instructional services (mock employment interviews, resume writing, conflict resolution, socialization skills, character development, etc.) to families living in poverty that participate in the Fulton County Office of Children and Youth Successful Families Program

F.R.E.S.H. Grant

F.R.E.S.H. FUNDING CATEGORIES

Agencies must offer services to children, youth and families that will meet one or more of the needs below. Please select the appropriate F.R.E.S.H. funding category:

- ❖ Cultural (heritage and historical exploration)
- ❖ Disability/Special Needs (special needs, physical and mental challenges, inclusion programs)
- ❖ Economic Development (vocational, employment, entrepreneurial training)
- ❖ Educational Supportive Programming (school readiness, tutorial, academic exploration and programs ultimately designed to improve school performance)
- ❖ Family (childcare, early childhood education, teen parenting, improving self-image and counseling)
- ❖ Health (nutrition, safety, health care and prevention awareness, teen pregnancy prevention)
- ❖ Social Development (social relationships, responsibility, life skills, and mentoring)
- ❖ Violence Prevention (violence prevention, diversion, and appropriate leisure activities)

District Specific Issues

DISTRICT SPECIFIC ISSUES

F.R.E.S.H. GRANT

District 1

District 1 Specific Issues: (Required)

- ❖ Programs for at-risk teens, including mentoring and employment services
- ❖ Affordable after-school and summer enrichment programs for children of low income working parents
- ❖ Affordable daycare and after hours care for children of low income working parents
- ❖ After-school, summer or respite care for disabled/special needs children, including transportation.

DISTRICT SPECIFIC ISSUES

F.R.E.S.H. GRANT

District 2

District 2 Specific Issues: (Required)

- ❖ Programs for at-risk teens, including mentoring and employment services
- ❖ Affordable after-school and summer enrichment programs for children of low income working parents
- ❖ Affordable daycare and after hours care for children of low income working parents
- ❖ After-school, summer or respite care for disabled/special needs children, including transportation.

DISTRICT SPECIFIC ISSUES

F.R.E.S.H. GRANT

District 3

District 3 Specific Issues: (Required)

- ❖ Quality Affordable Child Care and preschool education for children from low income families.
- ❖ Affordable, quality after school and vacation care for children from low income families that includes mentoring and tutoring for elementary and middle school children.
- ❖ Mental Health and substance abuse prevention programs for at-risk teens from both English speaking and ESOL families.

DISTRICT SPECIFIC ISSUES

F.R.E.S.H. GRANT

District 4

District 4 Specific Issues: (Required)

- ❖ Programs for at-risk teens, including drop-out prevention, mentoring and employment services
- ❖ Services for homeless children and youth
- ❖ Medical/mental health and substance abuse services for low income children and youth
- ❖ Violence, crime and gang prevention programs
- ❖ After-school enrichment programs
- ❖ Nutrition education, and programs addressing childhood obesity
- ❖ Summer programs

DISTRICT SPECIFIC ISSUES

F.R.E.S.H. GRANT

District 5

District 5 Specific Issues: (Required)

- ❖ HIV / AIDS Prevention and Education
- ❖ Asthma Prevention and Education
- ❖ Food Security
- ❖ Child Care, After-school and Summer Camp assistance for families living in poverty year-round services with a special interest in summer camp
- ❖ Group and individual counseling, conflict resolution and stress management for children and youth
- ❖ Alcohol and Drug prevention programs
- ❖ Programs for at-risk teens, including mentoring, computer technology, job training and employment services
- ❖ Prevention programs to address truancy, school suspension and drop-out
- ❖ Violence, crime and gang prevention programs
- ❖ Tutoring programs that focuses on increasing low test scores
- ❖ Mentoring and life skill programs for at-risk teens
- ❖ GED and College Prep programs for teens

DISTRICT SPECIFIC ISSUES

F.R.E.S.H. GRANT (CONT.)

District 6

District 6 Specific Issues: (Required)

- ❖ HIV / AIDS Prevention and Education
- ❖ Asthma Prevention and Education
- ❖ Food Security
- ❖ Child Care, After-school and Summer Camp assistance for families living in poverty year-round services with a special interest in summer camp
- ❖ Group and individual counseling, conflict resolution and stress management for children and youth
- ❖ Alcohol and Drug prevention programs
- ❖ Programs for at-risk teens, including mentoring, computer technology, job training and employment services
- ❖ Prevention programs to address truancy, school suspension and drop-out
- ❖ Violence, crime and gang prevention programs
- ❖ Tutoring programs that focuses on increasing low test scores
- ❖ Mentoring and life skill programs for at-risk teens
- ❖ GED and College Prep programs for teens

PERFORMANCE MEASURES

IMPACT PERFORMANCE MEASURES

Impact Performance Measures represents any changes in:

- Behavior
- Skills
- Knowledge
- Functioning
- Circumstances
- Other aspects of change experienced by participants that can be attributed to your program.

PERFORMANCE MEASURE INDICATORS

EXAMPLE

Youth & Families:

Performance Measure Indicators

- Number of youth who demonstrate academic achievement or related progress
- Number of participants who report or demonstrate increased self-efficacy, perceived control over one's own future; self-esteem and / or confidence in ability
- Number of children and youth that have experienced abuse, neglect or other forms of violence who receive safety, stabilization and emotional / behavioral interventions to prevent further harm
- Number of youth diverted from criminal behaviors
- Number of youth involved with or at risk for involvement with the Juvenile Justice System who demonstrate decreased or no delinquent behaviors
- Number of youth educated about the risk factors related to acquiring or transmitting HIV // AIDS
- Number of youth who report increased knowledge of reducing the risk of acquiring or transmitting HIV // AIDS

PERFORMANCE MEASURE INDICATORS

EXAMPLE

Youth & Families cont.:

Performance Measure Indicators

- Number of youth educated about the risk factors related to acquiring asthma
- Number of youth who report increased knowledge of reducing the risk of acquiring asthma
- Number of youth provided access to nutritious food during non-school hours
- Number of youth who report no indications of food-access problems or limitations (High Food Security)
- Number of youth who report one or two indications of anxiety over food sufficiency or shortage of food in the house (Marginal Food Security)
- Number of youth who report reduced quality, variety, or desirability of diet; little or no indications of changes in diets or food intake (Low Food Security)
- Number of youth who report multiple indications of disrupted eating patterns and reduced food intake (Very Low Food Security)

INFLUENCE PERFORMANCE MEASURES

Influence Performance Measures include:

- Any ideas adopted by other organizations
- Changes in the community environments, institutions, systems, programs.
- Policies that impact members of the target population as a result of your advocacy, use or promotion of evidence-based practices, policies or procedures.

LEVERAGE PERFORMANCE MEASURES

Leverage Performance Measures include:

- **Any additional program funding that is attracted directly by being a recipient of the Fulton County F.R.E.S.H. or Human Services Grant.**
- **In addition to actual grant dollars, you may also consider in-kind donation and volunteer hours.**

APPLICATION REVIEW AND FUNDING PROCESS

HUMAN SERVICES GRANT PROGRAM

- **Eligibility Review**
- **Division-Level Review**
- **Human Services Coordinating Committee Review**
- **Funding Allocation Protocol**
- **Fulton County Board of Commissioners**

F.R.E.S.H. GRANT PROGRAM

- **Eligibility Review**
- **District Community Advisory Board (CAB) Review**
- **District Commissioner Review**
- **Fulton County Board of Commissioners**

SCORING CRITERIA

Evaluation: Score out of 5 points:

0 Response leaves reviewer with no purposeful information regarding the agency's mission, vision and purpose; response is poorly written, contains spelling and / or grammatical errors, or is otherwise in need of improvement.

1-2 Response provides minimal information that does not answer the basic questions about the purpose of the agency; the purpose of the agency is not clear; response is poorly written, contains spelling and / or grammatical errors, or is otherwise in need of improvement.

3-4 Response provides adequate information to describe the purpose of the agency; response contains no spelling and / or grammatical errors.

5 Response is very good or excellent. Response is well-written and clearly describes the purpose of the agency. The response leaves the reviewer fully informed of the agency's mission, vision and purpose. The agency's purpose is clearly relevant to at least one Fulton County Human Services population result.

GRANT IMPLEMENTATION PROCESS

Contract For Services

- Year-round contracts
- Summer contracts (F.R.E.S.H. Grant only)

Invoice Procedures

- Year-round contracts
- Summer contracts (F.R.E.S.H. Grant only)

Record Retention

Audits

Reporting Requirements

Program Monitoring

APPLICATION TIPS

To apply, registration with Fulton County WebGrants is required.

Applications missing required documentation will not be considered.

Ensure accuracy when providing projected numbers to be served and cost per client.

Clearly justify what the requested funds are designed to achieve.

HIGHLIGHTS OF THE ONLINE APPLICATION

2015 F.R.E.S.H./ HUMAN SERVICES WEBGRANTS

Web based online application system.

➤ Fulton County WebGrants

Agencies will submit the 2015 application and upload supportive documentation via the online system.

Agencies will only be required to submit the 2015 application via WebGrants. A hardcopy of the application will NOT be accepted.

Grantees will complete and submit the 2015 quarterly reports via WebGrants.

WEBGRANTS WEBSITE:
www.fultoncountyga.gov/Webgrants

ONLINE REGISTRATION



FultonCountyGA.gov
at your service

System Compatibility

 [Log In](#)

Log In

User ID:*

Password:*

[Forgot Password?](#)



New to WebGrants - Fulton County Georgia?

[Register Here](#)

Announcements

The Fulton County Office of Grants and Community Partnerships

ANNOUNCES THE RELEASE

of the

2015 F.R.E.S.H. Grant and Human Services Grant application.

The 2015 F.R.E.S.H. and Human Services Grant application process opened on February 4, 2015.

The application deadline is March 13, 2015, 3:00p.m.

MAIN MENU SCREEN

Main Menu

Click [Help](#) above to view instructions. Go to ["My Profile"](#) to reset password.

-  [Instructions](#)
-  [My Profile](#)
-  [Funding Opportunities](#)
-  [My Applications](#)
-  [My Grants](#)

FUNDING OPPORTUNITIES SCREEN



FultonCountyGA.gov
at your service

Menu | Help | Log Out

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Funding Opportunities

Current Funding Opportunities

All currently posted opportunities appear below. The Application Deadline indicates the due date for the application submission. You will be unable to submit your application after this date.

Click on the title to open the Funding Opportunity summary.

Click on the column headers to sort list of Opportunities.

ID	Agency	Program	Opportunity Title	Application Deadline
02250	Fulton County	F.R.E.S.H. Grant	2015 F.R.E.S.H. Grant	03/13/2015
02251	Fulton County	Human Services Grant	2015 Human Services Grant	03/13/2015

WebGrants

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This screen allows you to select which application applies to your agency.

GENERAL INFORMATION SCREEN

Application

Instructions

NOTE: Please enter your PROGRAM NAME in the Project Title field below.

This page must be completed and saved before proceeding with the rest of the application process.

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.

The Authorized Official, if this is displayed, is the person from your organization who is authorized to submit the proposal and commit your organization to the work involved. Select the organization, if you belong to more than one, for which you will be submitting this application.

General Information

Primary Contact:*

Additional Grantee Contacts:

Project Title:
(limited to 250 characters)*

Authorized Official:*

Organization:*

[Return to Top](#)

Information correct? Click the "Save" icon.

GENERAL INFORMATION SCREEN

Application

Application: 02257 - Reach for the Stars

Program Area: F.R.E.S.H. Grant

Funding Opportunity: 02250 - 2015 F.R.E.S.H. Grant

Application Deadline: 03/13/2015

Instructions

NOTE: Please enter your PROGRAM NAME in the Project Title field below.

This page must be completed and saved before proceeding with the rest of the application process.

General Information

System ID: 02257

Project Title: Reach for the Stars

Primary Contact: Jenesia Welch TESTER

Additional Contacts: Jenesia Welch TESTER

Organization: (TEST)The ABC House

[Go to Application Forms](#)

Last Edited By: Jenesia Welch TESTER , 02/03/2015

- Review Information, then “Go to Application Forms” link.
- Errors? Click “Edit” to make necessary corrections. Don’t forget to SAVE!!!

APPLICATION FORMS SCREEN



Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Application

Application: 02257 - Reach for the Stars

Program Area: F.R.E.S.H. Grant

Funding Opportunity: 02250 - 2015 F.R.E.S.H. Grant

Application Deadline: 03/13/2015

Instructions

The required application forms appear below. Please note: Clicking "Mark as Complete" does not submit the application component or prevent further editing. The check mark beside the form is only an indicator that the form has been completed. All application components must be marked as complete in order to submit. To submit the application click the Submit button.

Application Forms

[Application Details](#) | [Submit](#) | [Withdraw](#)

	Form Name	Complete?	Last Edited
General Information		✓	02/03/2015

GRANTS ELIGIBILITY REQUIREMENTS ATTACHMENTS

19. Current Fulton County Basic Standards Certificate (Upload if Applicable)

- Submit copy of current Fulton County Basic Standards Certificate.

• Applicable to agencies that possess a current/valid Fulton County Basic Standards Certificate.

• All 2015 F.R.E.S.H. and Human Services Grant agencies who are awarded funding and don't possess a current / valid Fulton County Basic Standards Certificate must successfully complete the Basic Standards for Non-Profit Organizations certification process. Certification must be completed no later than December 31, 2015, to be in compliance with the 2015 contract and to be considered for future grant funding. Click on Help for more information on Basic Standards and/or visit our website: www.fultonhousinghumanservices.org.

Click on Help for more information on Basic Standards and/or visit our website: www.fultonhousinghumanservices.org.

20. Mandated Federal permits, licenses and certifications (Upload if Applicable)

- All mandated Federal permits, licenses and certifications applicable to operations.

21. Mandated State permits, licenses and certifications (Upload if Applicable)

- All mandated State permits, licenses and certifications applicable to operations.

22. Mandated Local permits, licenses and certifications (Upload if Applicable)

- All mandated local permits, licenses and certifications applicable to operations.

Attachment	Description	File Name	Type	File Size	Date Uploaded	Delete?
1. Letter from the Internal Revenue Service (SUBMITTED BY NEW APPLICANTS ONLY)				13 KB		
2. Articles of Incorporation and Amendments from the Georgia Secretary of State (SUBMITTED BY NEW APPLICANTS ONLY)				13 KB		
3. List of Board Members (SUBMITTED BY NEW APPLICANTS ONLY)				13 KB		
4. Board Meeting Minutes (SUBMITTED BY NEW APPLICANTS ONLY)				13 KB		
5. Agency/Program organizational chart (SUBMITTED BY NEW APPLICANTS ONLY)				13 KB		
6. Georgia Secretary of State Annual Registration	Attachment	Test doc.docx	docx	13 KB	02/03/2015	
7. (1 of 3 required) The U.S. Homeland Security E-VERIFY PROGRAM FOR EMPLOYMENT VERIFICATION (signed MOU)	Attachment	Test doc.docx	docx	13 KB	02/03/2015	
8. (2 of 3 required) Georgia Security and Immigration Contractor Affidavit	Attachment	Test doc.docx	docx	13 KB	02/03/2015	
9. (3 of 3 required) Georgia Security and Immigration Subcontractor Affidavit	Attachment	Test doc.docx	docx	13 KB	02/03/2015	
10. Certificate or Declaration of Insurance	Attachment	Test doc.docx	docx	13 KB	02/03/2015	
11. Recent agency/program audit	Attachment	Test doc.docx	docx	13 KB	02/03/2015	
12. (1 of 2 required) Proof of other current funding source	Attachment	Test doc.docx	docx	13 KB	02/03/2015	
13. (2 of 2 required) Proof of other current funding source	Attachment	Test doc.docx	docx	13 KB	02/03/2015	
14. Two (2) years of performance measure outcomes	Attachment	Test doc.docx	docx	13 KB	02/03/2015	
15. Program Outcome Success	Attachment	Test doc.docx	docx	13 KB	02/03/2015	
16. Program Evaluation Forms and Tools	Attachment	Test doc.docx	docx	13 KB	02/03/2015	
17. Use Agreement, Lease Agreement or Proof of Ownership	Attachment	Test doc.docx	docx	13 KB	02/03/2015	
18. Documentation from Bright from the Start (Upload if Applicable)				13 KB		
19. Current Fulton County Basic Standards Certificate (Upload if Applicable)				13 KB		
20. Mandated Federal permits, licenses and certifications (Upload if Applicable)				13 KB		
21. Mandated State permits, licenses and certifications (Upload if Applicable)				13 KB		
22. Mandated Local permits, licenses and certifications (Upload if Applicable)				13 KB		

Last Edited By: Jenesia Welch TESTER , 02/03/2015

UPLOADING SCREEN

Instructions for Uploading Documents:

- 1. Convert all hard copy documents to a separate electronic document.**
- 2. From the numbered list below (1-22), select the name of the attachment that you would like to upload.**
- 3. Click browse and select the attachment that you would like to upload. Double click the attachment to upload it to the file section.**
- 4. Enter the name of the document in the box labeled description and click save.**

Utilizing the provided Grant Eligibility Requirements for Applicants titles, label the uploaded documentation to reflect which grant eligibility requirement the document satisfies.

- 5. To proceed to the next application form, select "Mark as Complete", then select "Go to Application Forms".**

NEW APPLICANTS must complete ALL applicable requirements 1–22, as listed below.

• Agencies that did not receive FRESH/Human Services Grant funding in a previous year are considered as NEW; Agencies that received previous funding, but do not possess a current/valid Fulton County Basic Standards Certificate are considered as NEW.

Note: Agencies that have a current/valid Fulton County Basic Standards Certificate (not expired before December 31st preceding the grant year stated in the current funded Opportunity.) ARE NOT considered new; these agencies are considered as returning.

RETURNING APPLICANTS must ONLY complete applicable requirements 6-22, as listed below.

• Agencies that received FRESH/Human Services Grant funding in a previous grant cycle, and have a current/valid Fulton County Basic Standards Certificate (not expired before December 31st preceding the grant year stated in the current funded Opportunity.) are considered as Returning.

Note: Agencies that did not receive funding in a previous grant cycle, but have a current/valid Fulton County Basic Standards Certificate (not expired before December 31, 2014) are also considered as returning.

Attachment Instructions

1. Letter from the Internal Revenue Service (SUBMITTED BY NEW APPLICANTS ONLY)

- Letter from the Internal Revenue Service recognizing the agency/applicant as tax exempt and non- profit, under Section 501 (c) 3 of the Internal Revenue Code. Agency and 501 (c) 3 status must be in existence for at least one (1) year. The following website can assist you with obtaining this document: <http://www.irs.gov/Retirement-Plans/Determination-Letters-Need-a-Copy-or-a-Correction>

Upload File:

Description:*

**Step 1: Click
“Browse”**

Note: Documents must be scanned and saved to your computer before you are able to upload.

- College / University projects which are not open to the public and does not serve a significant (50%) non-student population.
- Agencies that serve as funding sources to 501(c) 3 organizations.
- Projects of a religious nature.
- Scholarships to public / private educational institutions.
- Deficit Reduction.
- Capital expenditures (resources not completely consumed during the contract year i.e. computers, scope of services of a funded program and that aid in grantee meeting contracted program outcomes materials, games, puzzles, and flash cards).
- Government agencies.

Allowable contact during application and approval process

During the grant application and approval process, applicants are prohibited from contacting OGCP staff programming related to an agency's application. The application process begins when the application is submitted to the Commissioners. Applicants that do not adhere to this requirement may be deemed ineligible. Applicants may request assistance, such as timeline, process questions, or technical assistance with using the WebGrants online application system. e-mail hsd.applications@fultoncountyga.gov

Instructions for Uploading Documents:

1. Convert all hard copy documents to a separate electronic document.
2. From the numbered list below (1-22), select the name of the attachment that you would like to upload.
3. Click browse and select the attachment that you would like to upload. Double click the attachment to open it.
4. Enter the name of the document in the box labeled description and click save.
5. Utilizing the provided Grant Eligibility Requirements for Applicants titles, label the uploaded document.
5. To proceed to the next application form, select "Mark as Complete", then select "Go to Application Form".

NEW APPLICANTS must complete ALL applicable requirements 1-22, as listed below.

- Agencies that did not receive FRESH/Human Services Grant funding in a previous year are considered as NEW.
- Agencies that have a current/valid Fulton County Basic Standards Certificate (not expired before 12/31/2012) ARE NOT considered new; these agencies are considered as returning.

RETURNING APPLICANTS must ONLY complete applicable requirements 6-22, as listed below.

- Agencies that received FRESH/Human Services Grant funding in a previous grant cycle, and have a 31st preceding the grant year stated in the current funded Opportunity.) are considered as Returning.
- Agencies that did not receive funding in a previous grant cycle, but have a current/valid Fulton County Basic Standards Certificate are considered as returning.

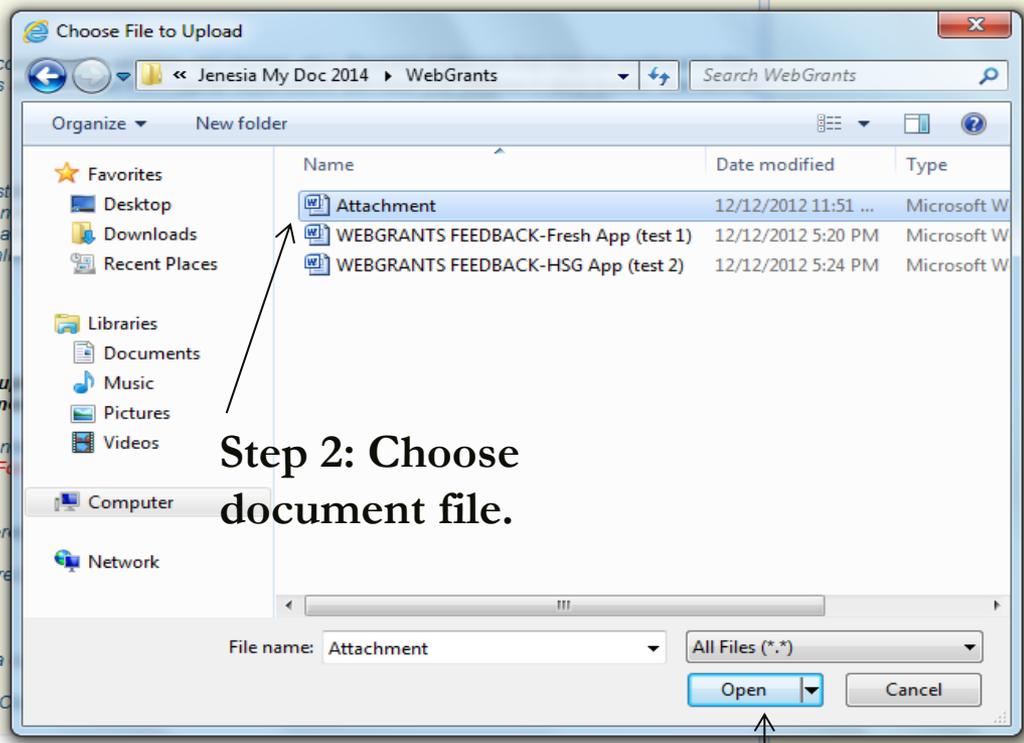
Attachment Instructions

1. Letter from the Internal Revenue Service (SUBMITTED BY NEW APPLICANTS ONLY)

- Letter from the Internal Revenue Service recognizing the agency/applicant as tax exempt and non-profit, under Section 501 (c) 3 of the Internal Revenue Code. Agency and 501 (c) 3 status must be in existence for at least one (1) year. The following website can assist you with obtaining this document: <http://www.irs.gov/Retirement-Plans/Determination-Letters-Need-a-Copy-or-a-Correction>

Upload File:

Description:*



Step 2: Choose document file.

Step 3: Click "open" to enter file in "Upload File" field.

Instructions for Uploading Documents:

1. Convert all hard copy documents to a separate electronic document.
2. From the numbered list below (1-22), select the name of the attachment that you would like to upload.
3. Click browse and select the attachment that you would like to upload. Double click the attachment to upload it to the file section.
4. Enter the name of the document in the box labeled description and click save.

Utilizing the provided Grant Eligibility Requirements for Applicants titles, label the uploaded documentation to reflect which grant eligibility requirement the document satisfies.

5. To proceed to the next application form, select "Mark as Complete", then select "Go to Application Forms".

NEW APPLICANTS must complete ALL applicable requirements 1–22, as listed below.

• Agencies that did not receive FRESH/Human Services Grant funding in a previous year are considered as NEW; Agencies that received previous funding, but do not possess a current/valid Fulton County Basic Standards Certificate are considered as NEW.

Note: Agencies that have a current/valid Fulton County Basic Standards Certificate (not expired before December 31st preceding the grant year stated in the current funded Opportunity.) ARE NOT considered new; these agencies are considered as returning.

RETURNING APPLICANTS must ONLY complete applicable requirements 6-22, as listed below.

• Agencies that received FRESH/Human Services Grant funding in a previous grant cycle, and have a current/valid Fulton County Basic Standards Certificate (not expired before December 31st preceding the grant year stated in the current funded Opportunity.) are considered as Returning.

Note: Agencies that did not receive funding in a previous grant cycle, but have a current/valid Fulton County Basic Standards Certificate (not expired before December 31, 2014) are also considered as returning.

Attachment Instructions

1. Letter from the Internal Revenue Service (SUBMITTED BY NEW APPLICANTS ONLY)

- Letter from the Internal Revenue Service recognizing the agency/applicant as tax exempt and non-profit, under Section 501 (c) 3 of the Internal Revenue Code. Agency and 501 (c) 3 status must be in existence for at least one (1) year. The following website can assist you with obtaining this document: <http://www.irs.gov/Retirement-Plans/Determination-Letters-Need-a-Copy-or-a-Correction>

Upload File:

Description:*

Step 4: Type the description of the file that you will upload.

20. Mandated Federal permits, licenses and certifications (Upload if Applicable)

- All mandated Federal permits, licenses and certifications applicable to operations.

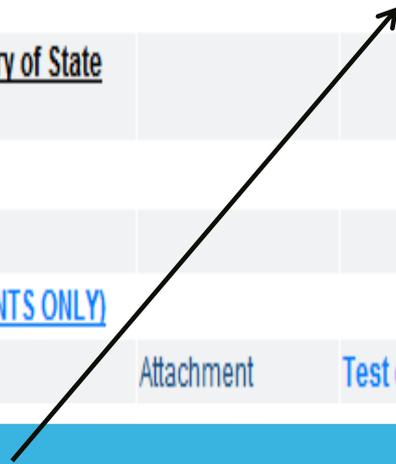
21. Mandated State permits, licenses and certifications (Upload if Applicable)

- All mandated State permits, licenses and certifications applicable to operations.

22. Mandated Local permits, licenses and certifications (Upload if Applicable)

- All mandated local permits, licenses and certifications applicable to operations.

Attachment	Description	File Name	Type	File Size	Date Uploaded	Delete?
<u>1. Letter from the Internal Revenue Service (SUBMITTED BY NEW APPLICANTS ONLY)</u>	Attachment	Attachment.docx	docx	13 KB	02/05/2015	
<u>2. Articles of Incorporation and Amendments from the Georgia Secretary of State (SUBMITTED BY NEW APPLICANTS ONLY)</u>				13 KB		
<u>3. List of Board Members (SUBMITTED BY NEW APPLICANTS ONLY)</u>				13 KB		
<u>4. Board Meeting Minutes (SUBMITTED BY NEW APPLICANTS ONLY)</u>				13 KB		
<u>5. Agency/Program organizational chart (SUBMITTED BY NEW APPLICANTS ONLY)</u>				13 KB		
<u>6. Georgia Secretary of State Annual Registration</u>	Attachment	Test doc.docx	docx	13 KB	02/03/2015	



TWO PART FORM QUESTIONS

Application

Application: 02263 - Reach for the Stars

Program Area: F.R.E.S.H. Grant

Funding Opportunity: 02250 - 2015 F.R.E.S.H. Grant

Application Deadline: 03/13/2015

Instructions

Note: This is a two-part form; follow the instructions carefully!

For Part 1: Click "Edit" (located above) to answer question 12a, Program Information. Click "Save" to save your information.

For Part 2: Click "Add" (located below) to answer question 12b, Service Delivery Sites. Click "Save" to save your information. Click "Add" to continue entering more line items, if needed. Click "Save" after each line item entry.

To proceed to the next application form, select "Mark as Complete", then select "Go to Application Forms".

12) Program Information

[Mark as Complete](#) | [Go to Application Forms](#)

If funded, the information provided in the application will be utilized to develop the contract.

12a) What is the name of the program for which your organization is seeking funds?

NOTE: Program Name should be the same as the Project Title.

Program Name:*

12b) Service Delivery Sites - Click Add to Enter More Line Items

[Add](#)

Please list the service delivery site(s) / address (es) for which you are seeking funds?

Note: For each site in which funds are being requested, as listed on question 12b, agencies must provide a Use Agreement, on host/property owner's letterhead, to operate programs in facilities that are not owned, operated, leased or managed by the applying agency. Terms of the agreement must be applicable July 1st-June 30th of the grant cycle as indicated in the funding opportunity. The agreement must include the following: signature and title of both parties, date that agreement was signed and the dates/timeframe that the agreement is valid. If site is owned or rented, provide documentation (i.e. mortgage, lease agreement, proof of ownership). Each program site must be Basic Standards certified no later than December 31st of the grant cycle as indicated in the funding opportunity. Additional Basic Standards information is located in the definitions section of the application manual and on the following website: www.fultonhousinghumanservices.org.

Note: Click "Add" and insert N/A if question 12b does not apply to your agency. To edit or delete saved "Service Delivery Site" information, click data in the "Address" field. The delete option will be located at the top of page. To list more than one program site, after entering one site, select the save icon, after selecting the save icon, the add icon will appear, select the add icon and you will be able to add the additional program site. Repeat these steps, to add additional program sites.

Name of Program Site:	Program Location (complete physical address):	Program City	Program State	Program Zip code	NEW Fulton County District of Facility (As of January 1, 2015):	Districts Served by each Facility (Based on New Fulton County Commission Districts as of January 1, 2015):
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Last Edited By:

Step 1:
Click
"Edit"

Step 3:
Click
"Add"

Step 2:
Enter
Program
Name

TWO PART FORM QUESTIONS



Menu | Help | Log Out

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Application

Application: 02263 - Reach for the Stars

Program Area: F.R.E.S.H. Grant

Funding Opportunity: 02250 - 2015 F.R.E.S.H. Grant

Application Deadline: 03/13/2015

Instructions

Note: This is a two-part form; follow the instructions carefully!

For Part 1: Click "Edit" (located above) to answer question 12a, Program Information. Click "Save" to save your information.

For Part 2: Click "Add" (located below) to answer question 12b, Service Delivery Sites. Click "Save" to save your information. Click "Add" to continue entering more line items, if needed. Click "Save" after each line item entry.

To proceed to the next application form, select "Mark as Complete", then select "Go to Application Forms".

12b) Service Delivery Sites - Click Add to Enter More Line Items

Please list the service delivery site(s) / address (es) for which you are seeking funds?

Note: For each site in which funds are being requested, as listed on question 12b, agencies must provide a Use Agreement, on host/property owner's letterhead, to operate programs in facilities that are not owned, operated, leased or managed by the applying agency. Terms of the agreement must be applicable July 1st-June 30th of the grant cycle as indicated in the funding opportunity. The agreement must include the following: signature and title of both parties, date that agreement was signed and the dates/timeframe that the agreement is valid. If site is owned or rented, provide documentation (i.e. mortgage, lease agreement, proof of ownership). Each program site must be Basic Standards certified no later than December 31st of the grant cycle as indicated in the funding opportunity. Additional Basic Standards information is located in the definitions section of the application manual and on the following website: www.fultonhousinghumanservices.org.

Note: Click "Add" and insert N/A if question 12b does not apply to your agency. To edit or delete saved "Service Delivery Site" information, click data in the "Address" field. The delete option will be located at the top of page. To list more than one program site, after entering one site, select the save icon, after selecting the save icon, the add icon will appear, select the add icon and you will be able to add the additional program site. Repeat these steps, to add additional program sites.

Name of Program Site:

(i.e. ABC Community Center, XYZ Elementary School)

Program Location (complete physical address):*

Street Address City State Zip code

NEW Fulton County District of Facility (As of January 1, 2015):

Districts Served by each Facility (Based on New Fulton County Commission Districts as of January 1, 2015):

1
2
3
4

Please press Ctrl + Click to select multiple items

[Return to Top](#)

Step 5: Click the "Save" icon.

Step 4: Enter data in fields.

Application

Application: 02263 - Reach for the Stars

Program Area: F.R.E.S.H. Grant
Funding Opportunity: 02250 - 2015 F.R.E.S.H. Grant
Application Deadline: 03/13/2015

Instructions

Note: This is a two-part form; follow the instructions carefully!
For Part 1: Click "Edit" (located above) to answer question 12a, Program Information. Click "Save" to save your information.
For Part 2: Click "Add" (located below) to answer question 12b, Service Delivery Sites. Click "Save" to save your information. Click "Add" to continue entering more line items, if needed. Click "Save" after each line item entry.
To proceed to the next application form, select "Mark as Complete", then select "Go to Application Forms".

12) Program Information

[Mark as Complete](#) | [Go to Application Forms](#)

If funded, the information provided in the application will be utilized to develop the contract.

12a) What is the name of the program for which your organization is seeking funds?
NOTE: Program Name should be the same as the Project Title.

Program Name:*

12b) Service Delivery Sites - Click Add to Enter More Line Items

[Add](#)

Please list the service delivery site(s) / address (es) for which you are seeking funds?
Note: For each site in which funds are being requested, as listed on question 12b, agencies must provide a Use Agreement, on host/property owner's letterhead, to operate programs in facilities that are not owned, operated, leased or managed by the applying agency. Terms of the agreement must be applicable July 1st-June 30th of the grant cycle as indicated in the funding opportunity. The agreement must include the following: signature and title of both parties, date that agreement was signed and the dates/timeframe that the agreement is valid. If site is owned or rented, provide documentation (i.e. mortgage, lease agreement, proof of ownership). Each program site must be Basic Standards certified no later than December 31st of the grant cycle as indicated in the funding opportunity. Additional Basic Standards information is located in the definitions section of the application manual and on the following website: www.fultonhousinghumanservices.org.

Note: Click "Add" and insert N/A if question 12b does not apply to your agency. To edit or delete saved "Service Delivery Site" information, click data in the "Address" field. The delete option will be located at the top of page. To list more than one program site, after entering one site, select the save icon, after selecting the save icon, the add icon will appear, select the add icon and you will be able to add the additional program site. Repeat these steps, to add additional program sites.

Name of Program Site:	Program Location (complete physical address):	Program City	Program State	Program Zip code	NEW Fulton County District of Facility (As of January 1, 2015):	Districts Served by each Facility (Based on New Fulton County Commission Districts as of January 1, 2015):
ABC House	456 Happiness Lane	Atlanta	GA	30331	2	2

Last Edited By: Jenesia Welch TESTER , 02/05/2015

SCORING CRITERIA BASED QUESTIONS

[Click on Help to view Scoring Criteria for the following question.](#)

4) Describe the purpose of your agency in 75 words or less.*

The purpose of your agency would be entered here.

5) Describe the services that your agency provides.*

The services your agency provides would be entered here in this field.

6) List the address of the agency's main location.*

123 Main Street

Agency's Main Address

Atlanta

Agency's Main City

GA

Main State

30307

Agency's Main Zip Code

6a) Select the Fulton County District of the agency's main location.*

6

Select the "help" icon, if you need assistance determining your Agency's Fulton County Commission District.

7) How many total clients does your agency serve annually?*

120

8) How many Fulton County clients does your agency serve annually?*

120

COMPLETED APPLICATION FORM PAGE

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Application

Application: 02257 - Reach for the Stars

Program Area: F.R.E.S.H. Grant

Funding Opportunity: 02250 - 2015 F.R.E.S.H. Grant

Application Deadline: 03/13/2015

Instructions

The required application forms appear below. Please note: Clicking "Mark as Complete" does not submit the application component or prevent further editing. The check mark beside the form is only an indicator that the form has been completed. All application components must be marked as complete in order to submit. To submit the application click the Submit button.

Application Forms

Application Details | [Submit](#) | [Withdraw](#)

Form Name	Complete?	Last Edited
General Information	✓	02/03/2015
Grant Eligibility Requirements for Applicants	✓	02/05/2015
Application Cover Page	✓	02/03/2015
(Q 1-8) General Agency Information	✓	02/03/2015
(Q 9) Agency Demographics	✓	02/03/2015
(Q 10-11d) Agency Operating Budget Part 1	✓	02/03/2015
Q 11e-11f) Agency Operating Budget Part 2	✓	02/03/2015
(Q 12) Program Information Part 1	✓	02/03/2015
(Q 13) Program Information Part 2	✓	02/03/2015
(Q 14-16) Funding Strategies 2015	✓	02/03/2015
(Q 17-18) Impact Performance Measures	✓	02/03/2015
(Q 19-21) Partnerships/ Research or Evidence-based Practices/ Program Success Rate(s)	✓	02/05/2015
(Q 22-23) Influence and Leverage Performance Measures Part 1	✓	02/05/2015
(Q 24-27) Influence and Leverage Performance Measures Part 2	✓	02/05/2015
(Q 28-32) Program Operations	✓	02/05/2015
(Q 33-33b) Program Projected Expenses	✓	02/05/2015
(Q 34-34b) Future Funding	✓	02/05/2015
(Q 35) Grant Budget	✓	02/05/2015
(Q 36-37b) Negotiated Scopes	✓	02/05/2015
Applicant Survey	✓	02/05/2015
Assurances	✓	02/05/2015
Job Description	✓	02/05/2015
Other Supporting Documentation	✓	02/05/2015

COMMISSION DISTRICT LOCATOR

OPTION 1

Fulton County Commission District Locator:

- Go to: <http://www.fultoncountyga.gov/commissioners>

OPTION 2

Fulton County GIS Map (Fulton County Geographic Information System):

- Go to: <http://www.fultoncountyga.gov/fcgis-home> (Fulton County Geographic Information System)

Refer to page 37 of the F.R.E.S.H. and Human Services Grant Application
Manuals for more instructions.

APPLICATION SUBMISSION PROCEDURES

Deadline for receipt of ALL 2015 Grant Applications is:

Friday, March 13, 2015

By 3:00 PM

Reminder:

All applications **MUST** also be completed and submitted using the online application by Friday, March 13, 2015, 3:00 p.m.

Applications received after the specified date and time **WILL NOT** be accepted.

Incomplete applications **WILL NOT** be processed.

Facsimile applications **WILL NOT** be accepted at any time.

CONTACTS

Jenesia Welch
District 1 & 2 Administrator
404-612-3641

Jenesia.Welch@fultoncountyga.gov

Cynthia McRae, *(sharing District 4)*
District 3 Administrator
404-613-3597

Cynthia.McRae@fultoncountyga.gov

Doris Edwards,
District 5 Administrator
404-613-7944

Doris.Edwards@fultoncountyga.gov

Cherie Williams,
District 6 Administrator *(sharing District 4)*
404-612-5348

Cherie.Williams@fultoncountyga.gov

For general grant questions, e-mail:

hsd.applications@fultoncountyga.gov

or

Contact a member of our staff

QUESTIONS

Lifting
Up
The
Community

