WF Demonstration Grant

Section	Maximum Page Limit
Cover Letter from director on agency letterhead, summarizing request	1
If county is requesting extension of a current grant project, include, in detail, any progress made toward goal and reason for requesting the extension.	
Terms and conditions, signed by all partners	1
Grant proposal outline to include at a minimum the following:	2 - 5
1. What are your goals for your demonstration project? What are your projected increases in the all family and two parent participation rates?	
2. What are the outcome measures you intend to use and how will you measure the plan's progress (annually)? Include tools you will use to collect and analyze data (Excel Spreadsheets, CSDW Reports, X/PTR Reports, county developed, etc.), and include timeline as to how often this will occur. Outcomes should be Specific, Measurable, Achievable, Realistic, and Time-Based (SMART).	
3. Briefly describe your plan for implementation. Include your action steps and strategies to increase the work participation rates. Describe the specific target population (WF Applicants, WF Recipients, etc). Include a statement of verification that the proposed plan complies with current Work First policy.	
4. How does this grant proposal enhance current service delivery? Include a statement regarding current service delivery and how the proposed plan will complement your county's current process. Incorporate staffing/organizational structure, days and hours of operation, and site location(s).	
5. What is the anticipated timeframe for implementation? Be sure to realisitically estimate implementation of all aspects of your project, i.e. establishing contracts, new staff hires, etc.	
6. Describe your collaboration with your community partners and include how they will be kept informed of the plan's progress.	
7. Provide a budget of expenditures to support your grant effort. Sample budget has been provided for your guidance.	1
Budget for all requested items in Excel spreadsheet (can be copied to word doc).	

Attachment 2