

**PENNSYLVANIA CHILDREN’S TRUST FUND
APPLICANT INFORMATION FORM RFA #2-16**

1. Applicant Agency Information

1a. Full Legal Name of Applicant Agency

1b. Legal Address

City

State

Zip

1c. County and CTF Region where applicant agency located (see App. B)

1d. Applicant’s Commonwealth SAP Vendor Number (see Section I-11 of RFA)

1e. Type of Agency (i.e. private non-profit, 501(c)(3) status, private for-profit, public)

2. a. Program Contact – please identify the main contact person for the grant program

Name

Title

Address

City

State

Zip

Phone

Fax

Email

b. Fiscal Contact – please identify the person responsible for fiscal issues for the grant

Name

Title

Address

City

State

Zip

Phone

Fax

Email

WS Section 1 Program Design

Target Population

Briefly and succinctly describe the specific target population that the applicant agency proposes to serve. Examples could include: Pregnant and parenting teens, Parents of adolescents, etc.

Estimate the number of families, parents / caregivers, children, and/or others that the applicant agency proposes to serve each year. The projected target numbers should reflect people who would not otherwise receive services in the absence of CTF funding. It is understood that the number of families may not reflect new families each year for programs that serve families over a two-three year period. Count only the total number of unique families in the fourth row "Total served over three years".

Time	Families	Parents	Children
<i>Year One</i>			
<i>Year Two</i>			
<i>Year Three</i>			
<i>Total served over three years</i>			

3. Program Information

3a. Name of Program

3b. Name of evidence-based or promising practice program

3c. Program Type

Evidence- Based

Promising Practice

3d. Check the number of years, up to three years, of funding

One Year

Two Years

Three Years

3e. *Name the geographic area(s) and county that will be served by the proposed program.*

WS Section 2 Outcomes, Indicators and Evaluation

Evaluation

List evaluation or assessment tools that the applicant agency proposes to administer during the course of the grant:

WS Section 3 Collaborative Relationships and Coordination of Services

Name(s) of community group(s) with which you are affiliated and discussed this proposed program

Names of Partners (not sub-contractors) who may be affiliated with the proposed program

WS Section 4 Agency Experience and Human Resources

Program Supervision and Full-Time Equivalent (FTE) staffing needed to provide the services.

<i>Positions (If additional space needed, use a separate sheet)</i>	<i>% FTE Year One</i>	<i>% FTE Year Two</i>	<i>% FTE Year Three</i>

Subcontracting Agencies List all subcontracting agencies and the amount and percent of the CTF award each will receive as a subcontracting collaborating agency in the project. Please indicate if a subcontracting agency currently receives its own CTF grant. *(If additional space needed, use a separate sheet)*

Subcontracting Agency Name	Amount/Percent of CTF Award	Subcontractor currently a CTF grantee?

III-1. Cost Guidelines

Match Contributors (Year One)

List all local match contributors for the first grant year only. Indicate the amount and type (cash/in-kind) of local match that will be provided. *(If needed, use a separate sheet)*

Match Contributor	Amount of Local Match (\$)	Type of Local Match (cash/in-kind)

Budget Summary

Year One	CTF Grant	25% Local Match	Total
Personnel			
Operations			
Fixed Assets			
Total			
Year Two	CTF Grant	50% Local Match	Total
Personnel			
Operations			
Fixed Assets			
Total			
Year Three	CTF Grant	50% Local Match	Total
Personnel			
Operations			
Fixed Assets			
Total			

Executive Summary

On this page, please describe the implementing organization's or agency's overall mission and how it aligns with the proposed program described in this RFA. Include information about the mission of any subcontracting agencies as well. *Do not use additional pages.*

Current or Former CTF Grantee Statement

Has the applicant agency received a CTF grant in prior years? Yes No

If yes, provide the following information in the space below: (Use additional pages if necessary)

- indicate which year(s) you received CTF funding and provide a description of the former CTF project;
- provide information about whether or not the project continued after CTF funding expired/will expire;
- provide a summary of the program evaluation; and
- compare the former or current project and the newly proposed project and describe the reasons for developing the new project.

Signature Page

Please have all parties involved in the planning and implementation of the proposed program sign the following (add additional pages if necessary):

I/We have reviewed the CTF grant application and are in agreement with its submission.

Signature of Applicant Agency representative (required):	Signature of other party involved in planning and implementation (if applicable):
_____ Signature	_____ Signature
_____ Print Name	_____ Print Name
_____ Title/Agency	_____ Title/Agency
Signature of Program Contact if different from above (required):	Signature of other party involved in planning and implementation (if applicable):
_____ Signature	_____ Signature
_____ Print Name	_____ Print Name
_____ Title/Agency	_____ Title/Agency
Signature of County Children and Youth Director or designee (required):	Signature of other party involved in planning and implementation (if applicable):
_____ Signature	_____ Signature
_____ Print Name	_____ Print Name
_____ Title/Agency	_____ Title/Agency
Signature of chair or head of local or county community collaborative board (if applicable)	Signature of other party involved in planning and implementation (if applicable)
_____ Signature	_____ Signature
_____ Print Name	_____ Print Name
_____ Title/Agency	_____ Title/Agency