Discussion on the Content of Proposal Applications
Joint Funding Process Subcommittee
June 18, 2009

Factors Contributing to CSC /SCAC and ECCEC funding decisions:
- Application
- Public input
- Staff input
- Best practices frameworks
- Climate issues i.e. economy or politics

The functions of the application:
- Evaluate program proposal for funding decision
- Provide contract oversight information
- Provide basis of contract language
- May identify emerging needs

For the purposes of this discussion, staff asked that this committee identify specific information they wanted to see captured in an application:

Comments:

1) Program Description:
    (a)   Who will be served?
    (b)   How many people will be served?
    (c)   Activities of program
        (1) What are you trying to achieve?
        (2) What are you doing?
        (3) How do you measure success (activity/outcome/input connection)?
        (4) Staffing pattern and level of training
        (5) Supervision

2) Needs assessment
    (a)   Data used
    (b)   Demographics

3) Best practice framework
    (a)   Theory
    (b)   Research used for basis of program design
    (c)   National organization publications/frameworks
    (d)   Applicable Licensing/accreditation/certification standards

4) Outcome frameworks
    (a)   Based in best practice/theory?
    (b)   Standardized across types of programs?

5) Collaborative activities

6) Participant cost?

7) Budget/Funding Questions
    (a) Address following for both agency and programs:
    (b) Who else is funding?
    (c) Who have they applied to and what has been granted
    (d) Easy check of living wage
    (e) Staff salaries
    (f) Total operating expenses

Other issues to address/capture-

Staff diversity in relation to population served
Possible small grants application
Uniform / standardized staff input- not necessarily across committees
Emerging needs/service gaps
How to capture/consider "climate issues" staff turnover, management practices
Recruitment and retention issues

Note: Discussion at Coordinators meeting 6/24

Staff expressed general agreement with points mentioned. There was extensive discussion about the length of the application and the concern that volunteer committees would not have or commit the time to reading all of them. We also explored the possibility of doing a staff summary of the application (written and oral presentation?) that would address the proposed program design in relation to a best practice framework and incorporate a report on performance over the last year.