

Please make sure you submit all of the following:

CHEROKEE NATION® Community & Cultural Outreach

COTTA Program 2013-2014 Grant Application

Submission Check List

Completed COTTA Grant Application.
Attachment A: Program/Project Proposal not to exceed 1,500 words; must be double-spaced
using Times New Roman 12 point font. See the Request for Proposal (RFP) for topics to be
addressed.
Attachment B: Organization's operating budget showing project revenue and expenses for
the current fiscal year.
Attachment C: A financial statement for the most recently completed fiscal year.
Attachment D: Proof of the organization's nonprofit status (see the RFP for acceptable
documents).
Attachment E: List of Board of Directors (include CN ID's) and full contact information for
all.
Attachment F: A completed Cherokee Nation W-9 for the organization.
Attachment G: Copy of signed and up-to-date bylaws
Attachment H: Copy of most recently completed tax return (990)

Deadlines & Methods for Submitting Proposals

Proposals may be submitted in one of two ways, via electronic transmission (email) or via U.S. Postal Service or other courier. Electronic submissions are encouraged if at all possible. We will not acknowledge receipt of submissions. We suggest you use tracking options if using postal/courier services and the "read receipt" feature if sending by email.

- 1. Hard Copy submissions:
- 2. Submit an original and three copies of the proposal.
- 3. Full proposals will be due on or before 3:30 p.m. on Friday, November 15th, 2013. Award notifications will be made by mail.
- 4. Submission must be postmarked by 5:00 p.m. on Wednesday, November 13th, 2013.

Electronic submissions:

- 1. Should be transmitted in Microsoft Word (doc/docx), Excel (xls/xlsx, Adobe Acrobat (pdf) or equivalent application(s) using Times New Roman and 12 point font.
- 2. Cover sheet is to be in MS Word or equivalent only **do not** convert to a (pdf) format.
- 1. Legal name of the organization should be the *only entry* in the subject line of the email.
- 2. Send only one (1) email. Be sure to attach all necessary files. Contact us if necessary.
- 3. List all attachments in the body of the email.
- 4. Full proposals must be received on or before 3:30 p.m. on Friday November 15th, 2013.

For email submissions, please send to:

chris-welch@cherokee.org or kevin-stretch@cherokee.org

For postal submissions, please send to:

Chris Welch, COTTA Program c/o Cherokee Nation P.O. Box 948 Tahlequah, OK 74465

IMPORTANT

Proposals that exceed the word count limits in any section, are incomplete, are received after the deadline, or sent by fax will not be considered for funding.

Pay close attention to word limits in each section – applications exceeding word limits <u>will not</u> be considered. <u>Do Not</u> alter this application in any manner. If you have any questions about this application form, please contact the COTTA office.

Part Two

Grantee Organizational Information Legal Name: Community Served: Web Address: Date Submitting Proposal: Total Operational Budget: \$ Employer Identification Number (EIN): Tax Status: 501(c)(3)State Incorporated □ Other Non-Profit □ Please Specify: DUNS Number (if applicable): **Organization Contact** Name: Title: Address: City, State Zip: Organization Phone: Home Phone: Mobile: Fax: Email: **Program/Project Information** Program/Project Title: In-Kind Budget: \$ Amount Requested: \$ Total Project Budget: \$ Program/Project Start Date: Program/Project Duration: **Program/Project Contact** Title: Name: Address: City, State Zip: Organization Phone: Home Phone: Mobile: Fax: Email: **Preparer's Signature:** Date:

President/Chair Signature:

Date:

	Priority considerations:
1.	Does the organization have an annual budget of less than \$50,000 ☐ Yes ☐ No
2.	Has your organization applied for other Cherokee Nation grant opportunities within the last two years? Yes No :If yes, please list the department, dates received, and dates closed out.
3.	Has your organization received or applied for any funding outside of the Cherokee Nation? □Yes □No :If yes, please list from where and how much.
	Organizational History
	ease provide: 1.) A brief history of your organization, 2.) Organizational mission, and 3.) mary programmatic focus.
**	*MUST BE 200 WORDS OR LESS***
Ple	hom Does the Organization Serve? ease explain the service area your organization will serve? (e.g., a specific community, a particular e group, etc)
**	*MUST BE 100 WORDS OR LESS***

Part Three

Project Summary:

Summarize what organizational and/or programmatic impact will be achieved as a result of implementing capacity building activities under this project. Include how organizational capacity will be increased. Please briefly summarize.

MUST BE 50 WORDS OR LESS	
COTTA Priorities	
Based on the list of COTTA Allowable Activities, please outline which of the 5 COTTA priorities	es
your project is focusing on and why. Please select a <i>minimum</i> of three (3) areas from the follows	
selections: 1) Leadership Development; 2) Organizational Development; 3) Program Developm	
4) Collaboration and Community Engagement; and 5) Evaluation of Effectiveness.	,
the condition and community in gasement, and c) is a condition of incommunity in gasement,	
MUST BE 100 WORDS OR LESS	

Part Four

Successful programs/projects have specific and measurable outcomes. In order to ensure COTTA is funding programs/projects that will ultimately be successful, each COTTA grantee is required to have AT LEAST 4 specific and measurable outcomes for their program/project with associated capacity building activities and measurable outcome indicators.

Definition of an "outcome:" Project outcomes define what change and/or impact will be accomplished by the end of the project. Project outcomes are usually expressed in terms of the change in skills, knowledge, behaviors, and/or conditions. Outcomes occur as a result of project activities that are *specific, measurable, achievable, realistic*, and time bound.

SAMPLE OUTCOME 1: Organization A will increase internal nonprofit financial management skills, knowledge, and stability by end of the grant period.

SAMPLE MEASUREABLE ACTIVITIES FOR SAMPLE OUTCOME 1:

- 1. Purchase and implement accounting software by January 30, 2014.
- 2. Develop financial management policy by May 1, 2014.
- 3. Attend 2 COTTA trainings for Board of Directors on Understanding Financial Statements.

SAMPLE OUTCOME 2: By the end of our project, organization B will increase community engagement in organizations' programs.

SAMPLE MEASUREABLE ACTIVITIES FOR SAMPLE OUTCOME 2:

- 1. Revise and update organizational marketing material by June 30, 2014.
- 2. Present program services overview at two community meetings by March 30, 2014.
- 3. Conduct 2 community-wide forums by April 30, 2011 to receive community input on program services provided.
- 4. Revise logo and website by October 15, 2014.
- 5. Purchase two computers for community center for internet job search and resume writing by January 1, 2014.
- 6. Provide 6 one-hour workshops on resume writing for community members by September 30, 2014.

OUTCOME	CAPACITY BUILDING ACTIVITY (measurable, specific and time bound)
Example OUTCOME 1: To increase internal nonprofit financial management skills, knowledge, and capacity by the end of the grant period.	 Purchase and implement accounting software by January 30, 2001. Develop internal financial management policy by May 1, 2001 Provide 2 trainings to <u>all</u> Board of Directors on "Understanding Financial Statements" by September 30, 2001
Example OUTCOME 2: To increase community engagement in organizations' programs by the end of the grant period.	 Revise and update organizational marketing material by December 30, 2000. Present program services overview at two community meetings by March 30, 2001. Conduct 2 community-wide forums by April 30, 2001 to receive community input on program services provided. Revise logo and website by November 15, 2001. Purchase two computers for community center for internet job search and resume writing by December 1, 2000. Provide 6 one-hour workshops on resume writing for community members by May 31, 2001.

List a minimum of four (4) specific and measurable outcomes to be accomplished during the grant year. (An additional outcome may be listed here).

Each outcome listed MUST BE DESCRIBED IN 25 WORDS OR LESS and should include associated measurable capacity building activities

OUTCOME 1 (Req'd): OUTCOME 2 (Req'd):	
OUTCOME 2 (Regid):	
OUTCOME 3 (Req'd):	
OUTCOME 4 (Req'd):	
OUTCOME 5 (Optional):	

Part Five

Planning for evaluation is an important part of any program/project. Evaluation planning should be done before the program/project begins. The process used for evaluation should be determined largely by the program/project objectives and the intended outcomes (see part 4).

What is evaluation?

It's the process of evaluating organizational programs to determine the relevance of a service, product, or group of services provided to a target group, community, or client.

Why evaluate?

- Enables us to look back at the goals of our organization to ensure we are on track with our mission and objectives.
- Enables us to learn, confirm, and improve on the services and products we provide to our participants, community, and customers.
- Helps us improve on program processes. How we interact with participants, deliver services, process information, etc. in a manner that is cost efficient and effective.

When planning program evaluation, the organizations should consider the following:

- Who is the target audience? Grantors, Board of Directors, Participants, Organization?
- How will the outcome data be used? Accountability, Program Improvement, or both?

Data Collection:

When evaluating, in regard to those involved or served by the program/project, ask:

- Did they learn anything?
 - o This can be determined by enhanced attitudes, perceptions or knowledge
- Did they demonstrate any changes in skills as result of applying the learning
 - o This can be determined by enhanced behaviors
- Are they now more effective?
- This can be determined by improved performance because of enhanced behaviors Possible data collection methods to use for evaluation:
 - Surveys (participants, staff, community, etc.)
 - Personal Interviews (participants, staff, community, etc.)
 - Skills Testing/Skills Demonstration

Please describe how the program/project will be evaluated

• What will be evaluated?

*** MUST BE 250 WORDS OR LESS***

- Who will evaluate?
- Identify data collection and analysis methods to be used.

Part Six BUDGET FORM – Summary

A. Supplies and Materials		\$
B. Equipment		\$
C. Contracted Services		\$
D. Training		\$
E. Other		\$
To	otal Amount Requested for COTTA sub-award	\$
	(Up to \$7,500 per organization)	

Note: Funds are for capacity building only. Funds **cannot** be used for direct services to needy individuals or families. Funds **cannot** be used to support "inherently religious" activities.

Name of Organization

BUDGET NARRATIVE

For Line Items A-E in the Budget Summary provide a detailed description of the item(s) in each budget category and explain how the resources will be used.

	Amount Requested	In-Kind
A. Supplies and Materials – Includes photo and reproduction costs, software, office and computer supplies, postage, photocopying, educational training supplies.	\$	\$
B. Equipment - nonexpendable property having a useful life of more than one year that is program specific equipment. Could be non-computer.	\$	\$
C. Contracted Services – Includes Consultant and Professional Services, describe deliverables to be provided, hourly rate, and total hours	\$	\$
D. Training – Travel related to conducting capacity building activities.		\$
E. Other – May include educational material such as books, registration fees, and/or marketing materials.	\$	\$
Total Amount Requested for Your COTTA Sub-Award (Up to \$7,500 per organization)	\$	\$

Part Seven

COMPLETION CHECK LIST

Please use this checklist to ensure all documents are attached to final submission.

Completed COTTA grant Application
Attachment A: Proposal for the Program/Project. O Please see RFP for items to be addressed.
*** MUST BE 1,500 WORDS OR LESS, DOUBLE-SPACED, TIMES NEW ROMAN***
Attachment B: Operating budget showing project revenue and expenses for the current fiscal year
Attachment C: A financial statement for the most recently completed fiscal year.
Attachment D: A Proof of organization's nonprofit status (IRS Determination Letter or State Certification as a nonprofit)
Attachment E: List of Board of Directors and Key Staff *** INCLUDE FULL NAME, TITLE, CONTACT INFORMATION AND COPIES OF CHEROKEE NATION BLUE CARD***
Attachment F: A completed Cherokee Nation W-9 for the organization
Attachment G:Copy of Signed and up-to-date Bylaws

NOTE: Proposals are due back to the CCO/COTTA office by Friday, November 15th, 2013 at 3:30pm.

Proposals submitted via postal service must be postmarked by November 13th, 2013, at 5:00 p.m.