

George LeBlanc- Technical Writer Portfolio, Summer 2023



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Technical documents are everywhere we look. They're the manuals that we use to figure out a new microwave, the spec sheets that we use to figure out the screw sizes needed to hold our scaffoldings together, and they're the training documents and work aids that help our staff do their jobs.

But they're also grant proposals- documents that help organizations get the funding they need to make our world a better place.

In the summer of 2023, I spent eight weeks helping Groundwork Resources in Georgia with writing several grant proposals and Instagram postings related to grants. It was a privilege to work with such a knowledgeable and helpful group. The real-world experience perfectly complimented and expanded on my understanding of grant proposal writing.

The following documents are the products of those eight weeks and an example of my growth as a grant proposal writer during that timeframe.

Please note that confidential information has been redacted to protect the client, and that formatting difficulties are due to bringing the information over from online submission portals.

Grant Proposals

Ed Rachal Foundation Grant Proposal

G R A N T A P P L I C A T I O N		
Ed Rachal Foundation 555 N. Carancahua St., Suite 700 Corpus Christi, [REDACTED] 78401		
SECTION A: ORGANIZATION		
Legal Name of Organization: [REDACTED]		
Assumed Name / Doing Business As:		
Mailing Address: [REDACTED]		
City: [REDACTED]	State [REDACTED]	Zip Code [REDACTED]
Organization Website: [REDACTED]		
Federal Tax ID# [REDACTED]	Year Established: 1988	
501(c) (3)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Type of Entity: Public Charity		
SECTION B: ORGANIZATION PRESIDENT/EXECUTIVE OFFICER		
Name of Executive Director: [REDACTED]		
Title of Executive: Executive Director		
Phone Number [REDACTED]	Fax Number	
Email Address [REDACTED]		
SECTION C: CONTACT PERSON		
Name of Contact: [REDACTED]		
Title of Contact: Development Director		
Mailing Address: [REDACTED]		
City: [REDACTED]	State [REDACTED]	Zip Code [REDACTED]

Figure 1- Includes Recommended Edits by Cari Hayes and Jacob Kendall

Phone Number [REDACTED]		Fax Number	
Email Address [REDACTED]			
SECTION D: ORGANIZATION BUDGET AND STAFF			
Total Organization Budget \$1,750,000.00		Number of Board Members [REDACTED]	
Number of Paid Staff 38		Number of Volunteers [REDACTED]	
SECTION E: ORGANIZATION MISSION STATEMENT			
[REDACTED]'s mission is to rescue at-risk children and raise them to be anchored in hope, restored through Christ, and equipped for life. We seek to have a multi-generational impact by breaking the cycle of crisis and empowering them to make Biblical decisions, have healthy relationships, and reach their full God-given potential.			
SECTION F: BRIEF DESCRIPTION OF ORGANIZATION			
<p>Since 1988 Still Creek has rescued boys and girls from crisis environments including abuse, neglect, abandonment, and sexual exploitation, placing them in safe, loving, Christ-centered homes.</p> <p>Children that come to [REDACTED] experience a Christian education and counseling based on biblical principles to encourage healing. Our boarding environment is family-oriented to provide a stable, safe, and supportive atmosphere for growth. We also offer programming in fine-arts, athletics, agriculture, and equestrian disciplines to encourage physical fitness and to instill positive work ethics.</p> <p>We do not take any government funding but instead we operate exclusively through donations and are completely debt-free. This allows us the freedom to use Christ-centered principles in the care and healing of our children.</p>			
SECTION G: GEOGRAPHIC AREA SERVED IN			
[REDACTED]			
[REDACTED] is located 15 miles outside of [REDACTED], [REDACTED] and our services are available to children in need in the surrounding areas.			
SECTION H: PREVIOUS GRANTS RECEIVED FROM US			
Amount (1)			Date (1)
Amount (2)			Date (2)

Figure 2- Includes Recommended Edits by Cari Hayes and Jacob Kendall

Amount (3)		Date (3)
<p>SECTION I: DESCRIPTION OF REQUEST</p> <p>Healthy children that start the process of education at an early age have been linked with greater social skills and cognitive functioning. (Burger, 2010) This results in greater personal stability, independence, healthier values, and critical thinking skills later in life. (University of the Potomac, 2022) Conversely, disruptions or loss of continuity in early education have been linked with lower income, higher criminal activity, poorer health, and lower involvement in community and social activity for these individuals later in life. (Pinto & Jones, 2020)</p> <p>Children who have suffered from violence and abuse often see interruption of education or poor educational outcomes (Sherr, et al., 2016), and in [REDACTED] that situation has already had an alarming impact. The Center for Public Policy Priorities (CPPP) reported that since 1998, [REDACTED] has offered lower prevention measures against abuse and neglect than other states. (Ramshaw, 2009) A second study supports that statistic, showing that of the 50 states, [REDACTED] currently ranks 45th in regard to child well-being. (Wong, 2022) Closer to home, Brazos County (where we provide services) experienced a horrifying 116% increase in reported neglect and abuse cases between 2020 and 2021 alone. (Tuggle, 2021)</p> <p>With limited programs and funding available for the prevention of neglect, exploitation, and abuse, there are few options available to help children in need. Because these factors negatively impact a child's education, these children will see more disadvantages into adulthood. It's a vicious cycle that results in far-reaching consequences that impact the lives of these children, the families they may raise, and their communities.</p> <p>Against ever-increasing demand, we have continued to provide a safe, healing, and nurturing environment for as many children as we may accommodate.</p> <p>Funding from the Ed Rachal Foundation will allow [REDACTED] to both improve upon our facilities for the children we currently serve, and allow us to expand upon infrastructure necessary to improve the lives of more children. This would also allow us to offer more support to our existing staff as they provide the children in their care with a loving, supportive, faith-based family environment, while helping expand staff to provide for new admissions. Finally, additional funding would result in greater educational opportunities by creating more programming for the children.</p>		
<p>SECTION I: PROPOSAL REQUEST</p>		
<p>Project Name [REDACTED]- Ed Rachal Foundation Grant Proposal</p>		
<p>Requested Amount \$ 40,000.00</p>		<p>Type of Request General Operating</p>
<p>References</p> <p>Burger, K. (2010). How Does Early Childhood Care and Education Affect Cognitive Development? An International Review of the Effects of Early Interventions for Children from Different Social Backgrounds. <i>Early Childhood Research Quarterly</i>, 25(2), 140-165.</p> <p>Pinto, S., & Jones, J. B. (2020, May 22). <i>richmondfed.org</i>. Retrieved from The Long-Term Effect of Educational Disruptions: https://www.richmondfed.org/publications/research/coronavirus/economic_impact_covid-19_05-22-20#:~:text=lower%20educational%20attainment%20of%20vocational%20and%20lower%20earnings%2C, and%20reduced%20participation%20in%20political%20and%20social%20domains</p>		

Figure 3- Includes Recommended Edits by Cari Hayes and Jacob Kendall

I have reviewed this application and all information provided herewith and believe it to be true, correct and complete. I further represent that the governing body of the organization authorizes the preparation of this form and the request for funds. I certify that the organization will keep and maintain adequate records to verify the actual use of any funds received pursuant to this request and will fully cooperate with the Foundation's independent auditors in the completion of the Foundation's annual audit and tax return. I further certify that all funds will be utilized within the State of [REDACTED] and for the benefit of the residents of [REDACTED].

Signature

Date

Figure 4- Includes Recommended Edits by Cari Hayes and Jacob Kendall

Texas Cavaliers Charitable Fund

TCCF Grants 2023-2024
Texas Cavaliers Charitable Foundation
Question Group

Texas Cavaliers Charitable Foundation Mission Statement

The mission of the Texas Cavaliers Charitable Foundation is to encourage, foster support and conduct activities and programs, which will benefit children residing within the State of Texas.

Please upload your IRS tax determination letter (501c3)*

File Size Limit: 2 MB

This Request is: *

Choices

Capital (Buildings, equipment, land, etc.)

Program (Program or operational expenses)

Project or Program Title*

Name of Project.

[REDACTED] Grant Proposal

Program Area Served*

Choices

[REDACTED] County

Outside [REDACTED] County

Figure 5- Includes Recommended Edits by Cari Hayes and Jacob Kendall

Headquarters is located in Council District:*

Choices

District 1

District 2

District 3

District 4

District 5

District 6

District 7

District 8

District 9

District 10

Other: [REDACTED]

In what districts do you provide services?*

Please select all districts that apply.

Choices

District 1

District 2

District 3

District 4

District 5

District 6

District 7

District 8

District 9

District 10

Other: [REDACTED]

Figure 6- Includes Recommended Edits by Cari Hayes and Jacob Kendall

County Commissioner Precinct:*

Choices

Precinct 1

Precinct 2

Precinct 3

Precinct 4

Other

In what precincts do you provide services?*

Please select all precincts that apply.

Choices

Precinct 1

Precinct 2

Precinct 3

Precinct 4

Other

Cost/Program or Capital Budget:*

\$2,056,343.00

Amount Requested:*

\$45,000.00

How will the funds be used?* 500 character limit

Funds provided by the Texas Cavaliers Charitable Foundation will be used to hire a case manager to extend our services for the children in our care. Therapeutic trends demonstrate that case management programs lead to a full-spectrum of care covering every aspect of a child's care, rather than a more generic approach that may miss crucial elements. Case management would provide advocacy for our children in every aspect of their well-being.

Figure 7- Includes Recommended Edits by Cari Hayes and Jacob Kendall

Time-frame for use: Start Date:*

January 2024

Time-frame for use: End Date:*

December 2024

Received grant in past:*

Choices

Yes

No

Historical grants received from TCCF:*

Please provide the last 5 years of grants that were awarded by TCCF.

N/A

Classification of your Capital or Program Grant for Children

Classification of your Capital or Program Grant for Children*

Choices

Education

Social/Human Services

Youth Enrichment

Arts/Culture/Recreation

Medical/Science/Special Population

Other

If classification is other, please describe

Character Limit: 100

Texas Cavalier Affiliation:*

Figure 8- Includes Recommended Edits by Cari Hayes and Jacob Kendall

Please list any Texas Cavaliers who are Directors or Volunteers of your organization (current or past).

Character Limit: 500

[REDACTED] currently has no affiliation with Texas Cavaliers.

Narrative Questions:

Problem or Need:*

[REDACTED] is operating at full capacity and requires more funding to expand our services to help children who have experienced abuse, neglect, or other difficult life circumstances. Since 2016, there have been documented increases in reported cases of homelessness, abuse, and neglect in Texas. As these cases continue to grow each year, [REDACTED] must grow to provide additional asylum, while deepening our services to ensure a holistic approach to the kids we currently serve.

Describe the children to be served:*

The residents of [REDACTED] are children between the ages of 10 and 18 who have been the victims of abuse and neglect. [REDACTED]'s services provide a safe environment where children may heal from traumatic circumstances and grow into healthy young adults through counseling, education, and secure living situations.

We also offer transitional living services for program graduates transitioning to a continuing education or joining the workforce.

Capital Project or Program Description* 1,000 character limit

[REDACTED] was founded in [REDACTED] to assist children coming from situations such as abuse and neglect. Our goal is to provide a safe, stable, family-centered environment for exploited children to heal and grow.

Our residents live in housing units designed to provide them with an atmosphere of familial love and support, providing stability and instilling strong values. We provide access to counseling so that residents may process through difficult experiences, encouraging the healing process. Residents are also provided a Christian education through our accredited scholastics program, building strong minds and hearts. Additionally, we offer athletic, art, equestrian, and agricultural programs to provide our children with a chance to develop personal interests, strong work ethics, and social skills to help them become healthy adults.

Adding a case manager to our program would increase our team's approach to providing care that covers every aspect of well-being for our children.

Figure 9- Includes Recommended Edits by Cari Hayes and Jacob Kendall

Is your Capital Project or Program ongoing or new?*

Choices

New

Ongoing

Additional Information

How does your project fit the mission of the Texas Cavaliers Charitable Foundation?*

[REDACTED] provides shelter, a family-centered living environment, a Christian education, and stability to young people who have suffered through sad, difficult, and unfortunate life events. Funding from the Texas Cavaliers Charitable Foundation would directly help us offer extended services and healing opportunities for the children in our care.

Other pending or committed funds:*

N/A

Organization description/background*

Since [REDACTED], [REDACTED] has provided for children in need. Our facilities include two campuses for boys and girls. We provide a Christian education through our accredited school, athletics are offered through our gymnasium, and horseback riding and care programs are offered at our equestrian arena. We also offer continuous support for our graduates through our transitional living program. Our funding is provided through individual donors, charitable donations, and community volunteerism.

Number of Children Served by the Capital Project or Program:

Number directly served:*

There are currently [REDACTED] children in our care.

Cost per participant:*

Character Limit: 20

\$1154

Figure 10- Includes Recommended Edits by Cari Hayes and Jacob Kendall

Financial Information:

Total Assets:*

\$5,165,216.00

Total Debt:*

\$317,509.99

Total Income:*

\$-48,078.05

Total Expenses:*

\$1,885,799.00

Total Endowment:*

Character Limit: 20

\$500,000

Sources of Revenue for your Organization

Application Texas Cavaliers Charitable Foundation

Please upload Board roster*

[REDACTED]- Executive Board President

[REDACTED]- Executive Board Vice President

[REDACTED]- Executive Board Treasurer

[REDACTED]- Executive Board Member

[REDACTED]- Executive Board Member

[REDACTED]- Executive Board Member

[REDACTED]- Executive Board Member

Figure 11- Includes Recommended Edits by Cari Hayes and Jacob Kendall

[REDACTED]- Executive Board Member

[REDACTED]- Executive Board Member

[REDACTED]- Executive Board Member

[REDACTED]- Advisor Council Member

% of Board Members who gave*

Character Limit: 25

100

Name your organizations top 10 contributors*

Character Limit: 500

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Organization budget*

\$2,057,000.00

Financial statement or audited financial statement (if available)*

File Size Limit: 6 MB

Figure 12- Includes Recommended Edits by Cari Hayes and Jacob Kendall

Waldon H. and Adele Orr Charitable Trust

Organization Details

* indicates required field

*Mission Statement

Briefly summarize your organization's current mission.

(1000 character maximum)

[REDACTED]'s mission is to take children from CRISIS to NEW CREATION.

We are uniquely equipped to rescue children who come from situations of abuse, neglect, and abandonment and provide them with a loving, family-style home, provide high-quality Christian education, and teach a strong work ethic. Our all-encompassing, therapeutic model grows children into well-rounded, successful adults.

*Fiscal Agent/Sponsor?

N/A

Leadership, Staff, and Volunteers

Figure 13- Includes Recommended Edits by Cari Hayes and Jacob Kendall

***Organization Leadership**

List your organization's current board members, officers, and trustees, as applicable. Add a new entry for each board member.

Examples for "Position/Title" - board member, officer, trustee, etc.

Full Name- [REDACTED]
Position/Title- President
Name of Employer- [REDACTED]
Professional Title- Chief Financial Officer

Full Name- [REDACTED]
Position/Title- Vice President
Name of Employer- [REDACTED]
Professional Title- Realtor

Full Name- [REDACTED]
Position/Title- Treasurer
Name of Employer- [REDACTED]
Professional Title- Office Manager

Full Name- [REDACTED]
Position/Title- Director
Name of Employer- [REDACTED]
Professional Title- Administrator

Full Name- [REDACTED]
Position/Title- Director
Name of Employer- [REDACTED]
Professional Title- Administrator

Full Name- [REDACTED]
Position/Title- Director
Name of Employer- [REDACTED]
Professional Title- Administrator

Full Name- [REDACTED]
Position/Title- Director
Name of Employer- [REDACTED]
Professional Title- Principal

Figure 14- Includes Recommended Edits by Cari Hayes and Jacob Kendall

Full Name- [REDACTED]
Position/Title- Director
Name of Employer- [REDACTED]
Professional Title- Risk Manager

Full Name- [REDACTED]
Position/Title- Director
Name of Employer- [REDACTED]
Professional Title- Realtor & Administrator

Full Name- [REDACTED]
Position/Title- Secretary
Name of Employer- [REDACTED]
Professional Title- Administrator

*Number of Paid Full Time Staff

29

*Number of Paid Part Time Staff

9

*Number of Volunteers

450

Current Fiscal Year Finances

*Total Annual Budget

\$2,057,000

*Organization Budget Detail

Provide a brief budget for your current fiscal year that breaks down the overall budget by category. Add a new row per budget category.

Figure 15- Includes Recommended Edits by Cari Hayes and Jacob Kendall

Suggested categories: program services, salaries, fundraising, capital improvements, equipment, recruiting, etc.

Budget Category- Advertising

Budget Amount-\$2,000.00

Budget Category- Auto, Truck, Tractor Expenses

Budget Amount- \$54, 579.00

Budget Category- Background Checks

Budget Amount- \$1,100.00

Budget Category- Bank and CC Charges

Budget Amount- \$15,000.00

Budget Category- Books and Education

Budget Amount- \$50,000.00

Budget Category- Clothes

Budget Amount- \$11,000.00

Budget Category- College Expense

Budget Amount- \$6,000.00

Budget Category- Transitional Living

Budget Amount- \$10,000.00

Figure 16- Includes Recommended Edits by Cari Hayes and Jacob Kendall

Budget Category- Contract Labor

Budget Amount- \$62,500.00

Budget Category- Dues, Subs, and Permits

Budget Amount- \$23, 660.00

Budget Category- Activities

Budget Amount- \$22,000.00

Budget Category- Feed

Budget Amount- \$0.00

Budget Category- Pesticides/Chemicals

Budget Amount- \$5,000.00

Budget Category- Veterinary/Meds

Budget Amount- \$14,500.00

Budget Category- Computer Expenses

Budget Amount- \$2,500.00

Budget Category- Grocery Expenses

Budget Amount- \$64,468.00

Figure 17- Includes Recommended Edits by Cari Hayes and Jacob Kendall

Budget Category- Insurance

Budget Amount- \$147,000.00

Budget Category- Interest

Budget Amount- \$0.00

Budget Category- Meals

Budget Amount- \$21,000.00

Budget Category-Medical Expenses

Budget Amount- \$2,250.00

Budget Category- Meat Processing

Budget Amount- \$600.00

Budget Category- Farm Expenses

Budget Amount- \$0.00

Budget Category- Fundraising Expenses

Budget Amount- \$75,000.00

Budget Category- Office, Kitchen, Jan. Supplies

Budget Amount- \$4,000.00

Figure 18- Includes Recommended Edits by Cari Hayes and Jacob Kendall

Budget Category- Leased Employees

Budget Amount-\$1,113,945.00

Budget Category- Postage and Freight

Budget Amount- \$9,000.00

Budget Category- Professional Fees

Budget Amount- \$19,000.00

Budget Category- Repairs and Maintenance

Budget Amount- \$55,000.00

Budget Category- Toner and Printer Supplies

Budget Amount-\$6,291.00

Budget Category- Supplies

Budget Amount- \$5,000.00

Budget Category- Professional Development

Budget Amount-\$5,000.00

Budget Category- Taxes

Budget Amount-\$89,000.00

Figure 19- Includes Recommended Edits by Cari Hayes and Jacob Kendall

Budget Category-Utilities

Budget Amount-\$115,000.00

Budget Category- Travel Expenses

Budget Amount- \$10,500.00

Budget Category-Pictures

Budget Amount-\$750.00

Budget Category-Small Furn., Fixtures, Equip <\$2501.00

Budget Amount-\$2,500.00

Budget Category-School Expenses

Budget Amount-\$12,000.00

Budget Category- Donor Specialist Expenses

Budget Amount-\$7,200.00

Budget Category-Residential Homes Budget Incentives

Budget Amount-\$12,000.00

***Budget Changes**

Summarize any significant changes in your current year budget since initially established.

(1000 character maximum)

Figure 20- Includes Recommended Edits by Cari Hayes and Jacob Kendall

[REDACTED] has not experienced any significant deviation from the current budget.

***Administrative Expenses - % of Budget**

What percentage of your budget is allocated to administrative expenses?

Administrative expenses for [REDACTED] are 18.7% of our budget.

Prior Fiscal Year Finances

Complete the following sections using information included on your organization's most recently filed tax return.

Enter "N/A" for items that are not applicable. If your organization does not file a tax return, use information from its most recent financial statement.

***Fiscal Year End Date**

12/31/2023

***Tax Return Filed?**

Did your organization file a tax return for the prior fiscal year?

Yes

Organization Revenue

***Revenue Worksheet**

Revenue Type

Contributions and Grants

\$1,512,428.00

Program Service Revenue

Figure 21- Includes Recommended Edits by Cari Hayes and Jacob Kendall

\$11,337.00

Investment Income

\$1,832.00

Other Revenue

\$227,272.00

Total:

\$1,752,869.00

Organization Expenses

*Expense Worksheet

Expense Type

Program Services

\$1,061,843.00

Other Expenses

\$823,956.00

Total:

1,885,799.00

*Revenue Less Expenses

-\$132,930.00

Organization Assets & Liabilities

*Total Assets

\$5,128,585.00

Figure 22- Includes Recommended Edits by Cari Hayes and Jacob Kendall

*Total Liabilities

\$67,697.00

*Net Assets or Fund Balances

\$5,060,888.00

*Endowment Net Assets

Additional Finance-Related Comments

(1000 character maximum)

Request Summary

* indicates required field

Enter the amount you are requesting for this project.

\$10,000.00

*Project Title

Limit "Project Title" to 50 Characters

[REDACTED] Case Manager

*Project/Program Description

(1000 character maximum)

[REDACTED] will use funds provided by the Waldon H. and Adele Orr Charitable Trust to add a case manager to our staff. Recent trends have demonstrated that organizations utilizing case managers report a greater focus on the entire continuum of care for each individual.

[\(https://www.nabita.org/blog/using-a-case-management-approach-in-k12/\)](https://www.nabita.org/blog/using-a-case-management-approach-in-k12/)

Case management involves a collaborative approach to therapeutic intervention that assesses patient eligibility, defines the individual needs of the patient, documents and prioritizes needs through collaborative strategy, creates individualized service plans, continually reassesses patient needs, and monitors the patient during transitional stages. ([Effectiveness of case management interventions for frequent users of healthcare services: a scoping review | BMJ Open](#)) Case management interventions lead to a more comprehensive care plan that provides support for the individual across every spectrum of their lives, rather than a fragmented approach that may miss a therapeutic opportunity.

Figure 23- Includes Recommended Edits by Cari Hayes and Jacob Kendall

A case manager will enhance services for the children at [REDACTED] by closing any gaps in care. The healing process will be more comprehensive and would result in personal growth, encouraging continual development into a healthy and productive adult.

***Common Goals**

Describe how a grant to your organization would further the foundation's mission and the priorities of the foundation.

(1000 character maximum)

The Waldon H. and Adele Orr Charitable Trust fund helps organizations provide assistance to members of the [REDACTED] community. [REDACTED]'s focus is to provide a safe, stable, loving, and healing environment for the disadvantaged children in our community who have experienced difficult life situations such as homelessness, physical abuse, and neglect. Funds provided by the Waldon H. and Adele Orr Charitable Trust would enable [REDACTED] to enhance services designed to help our residents heal, develop healthy moral values, and learn a strong work ethic as they grow into productive adults.

Demographics

***Primary Program Area Served**

General and Administrative

***Primary Geographic Area Served**

[REDACTED]

***Primary Population Served**

Children

***Primary Age Group Served**

10 to 18

Figure 24- Includes Recommended Edits by Cari Hayes and Jacob Kendall

Demographics Comments

(1000 character maximum)

Request Details

* indicates required field

Primary Request Contact

*Contact Salutation

Mr.

*Contact First Name

[REDACTED]

Contact Middle Name/Initial

*Contact Last Name

[REDACTED]

Contact Suffix

M. Ed

*Contact Title

Executive Director

*Contact Phone Number

[REDACTED]

*Contact Email Address

[REDACTED]

Figure 25- Includes Recommended Edits by Cari Hayes and Jacob Kendall

Project Details

*Project/Program Objectives

Describe the objectives of the project or program to be funded.

(4000 character maximum)

[REDACTED] provides stable and safe housing, education, and access to therapeutic counseling for children that have experienced trauma. Our services focus on providing a loving, nurturing, and Christian environment where our residents can heal and learn moral values and a hard work ethic. Our extensive athletics, agricultural, fine-art, and [REDACTED] programming provides our residents with the opportunity to pursue personal interests. We also offer continuing support for program graduates through our transitional living program as they enter the workforce or continue on to higher education.

[REDACTED] has always been committed to providing the best services possible to assist our residents in healing and growth. We have recently determined that our services would benefit from adding a case manager to our staff. Studies have shown that programs utilizing case management approaches toward treatment show improved outcomes.

<https://journals.plos.org/plosone/article?id=10.1371/journal.pone.0230896>) The addition of a case manager would be vital in providing more individualized services to our residents by improving collaborative efforts encompassing every aspect of a resident's life.

*Implementation Plan

Describe the implementation plan for the project or program. Include at least three specific actions your organization will take in order to achieve results.

(4000 character maximum)

[REDACTED]'s services would be significantly improved by adding a Case Manager to our staff. To maximize the results of the program we plan to develop an assessment and evaluation procedure that looks at the needs of each resident. Next we will hold collaborative meetings to plan a course of action, initiate the plan, and conduct periodic interviews with the resident to assess progress and corrective measures when necessary. During the third stage, we work with the resident to transition from the program, engage in check-in communications with the resident, and conduct iterative assessments to improve the effectiveness of the program.

Figure 26- Includes Recommended Edits by Cari Hayes and Jacob Kendall

***Measuring Success**

What criteria does (or will) your organization use to measure the success of the project or program?

Example: Of the 400+ persons we serve/reach, we anticipate that approximately 200 will benefit in the manner described below, whereas without our program no more than 50 might reasonably have been expected to achieve the same result. This expectation is based on statistics from prior similar projects we have successfully conducted.

(4000 character maximum)

[REDACTED] recently implemented a program called [REDACTED]. The program looks at all aspects of a child's care to ensure all areas of development such as academics, home-life, relationships, emotional well-being, and physical health are being monitored and evaluated. This program includes an evaluation methodology and tools, called [REDACTED], that measures how well the child is doing in different areas. These initiatives will be incorporated into a tool we have used for several years called [REDACTED], which tracks a child's academic grades, disciplinary and positive behaviors, and any programming or counseling that relate to the child's care. The case manager will be responsible for implementing a quarterly evaluation process which will bring the child's house-parents, teachers, counselors, and other professionals together to evaluate and make recommendations to improve areas of concern, encouraging the child to progress and grow into a healthy adult.

***Collaboration**

Briefly describe any formal or informal collaborative ventures your organization has established (or will establish) with other entities serving similar purposes that may be relevant to this grant request.

(4000 character maximum)

[REDACTED] works with several different organizations to collaborate and assist one another. These relationships are valuable because they provide the opportunity to share learning experiences and to keep current with best practices. The organizations we collaborate with include:

- [REDACTED] in Hernando, MS
- [REDACTED] in Hernando, MS
- [REDACTED]Gadsden, AL
- [REDACTED]Birmingham, AL
- [REDACTED] in Bryan, TX
- [REDACTED]in Bryan, TX

***Project/Program Background**

Figure 27- Includes Recommended Edits by Cari Hayes and Jacob Kendall

If this grant request relates to an ongoing project or program, how long has the project or program been operating?

(4000 character maximum)

[REDACTED] came into being in [REDACTED]. At that time, the facilities were small and services were limited to helping boys only. As time went on, the [REDACTED] grew and in [REDACTED] a separate campus was built to offer services to girls.

Today, [REDACTED] has grown to [REDACTED] boarding homes for boys, [REDACTED] boarding homes for girls, our school, chapel, gymnasium, and [REDACTED].

As our physical facilities and resident personal interest programs continue to evolve, so do our therapeutic services and best practices. With the recent advent of research demonstrating the effectiveness of case management programs, we are working toward establishing the case management program in the near future to offer more comprehensive and collaborative methods of helping our residents toward a brighter future.

Timeline

*Project/Program Start Date

If a grant is awarded, when does your organization anticipate being able to begin using the funds for the requested purpose?

01/01/2024

*Project/Program End Date

If a grant is awarded, when would the requested funds likely be exhausted?

12/31/2024

Project/Program Timeline

Provide any other relevant dates relating to the project or program for which grant funds would be used (milestones, interim check-ins, etc.).

(1500 character maximum)

Figure 28- Includes Recommended Edits by Cari Hayes and Jacob Kendall

Project Finances

*Total Project Budget

Project Budget Detail Worksheet

Provide a concise budget for the project listing major expense categories (if requesting general operating support, enter "not applicable").

Expense

Budget Amount

blank

blank

ADD NEW ROW

*Other Project Funding

List other sources that may fund this project. Include other pending grant requests, providing entity name, amount requested, and current status of each. If these sources do not fully fund the project, what other sources of funding will your organization pursue?

[REDACTED] has applied for two other grants to support the proposed project.

Entity Name: [REDACTED]

Amount Requested: \$40,000.00

Current Status: Submitted and pending consideration

Entity Name: [REDACTED]

Amount Requested: \$45,000.00

Current Status: Submitted and pending consideration

If funding is not fully obtained to completely meet projected costs, [REDACTED]'s continuing strong support from board members and existing donors may be able to supplement any funding gaps for program implementation.

Figure 29- Includes Recommended Edits by Cari Hayes and Jacob Kendall

Instagram Postings

Project Narrative Tips



Figure 30- Template Created by Savannah Lawrence



What is a project or program narrative?

The project or program narrative section of a grant application asks for a summary of the project's scope.

In other words, what does the program or project do, and how will the funds make that happen?



Figure 31-Template Created by Savannah Lawrence



Why is it important?

Funders award grants based on criteria that are set up by the foundation or organizer's contributors for a specific purpose.

The narrative section is a quick way for the funder to see if the applicant is within that framework, before they dig any deeper into the proposal. A strong narrative can be the difference between winning and losing a grant!



Figure 32-Template Created by Savannah Lawrence



What makes a great narrative?

- **Follow narrative instructions exactly as the funder states in the application**
- **Keep the narrative brief and concise**
- **Avoid jargon or language the funder might not understand**
- **Proof for grammar, spelling, and punctuation errors at least twice**



Figure 33-Template Created by Savannah Lawrence



Figure 34- Template Created by Savannah Lawrence



Keep It Relevant

Your audience will get more from your story when it connects with them on some level. To grab attention and keep them captivated, do a little research to find out some characteristics of the people you're speaking to. Working key terms and interests of the audience into your story will result in more buy-in than generic statements.

Figure 35-Template Created by Savannah Lawrence

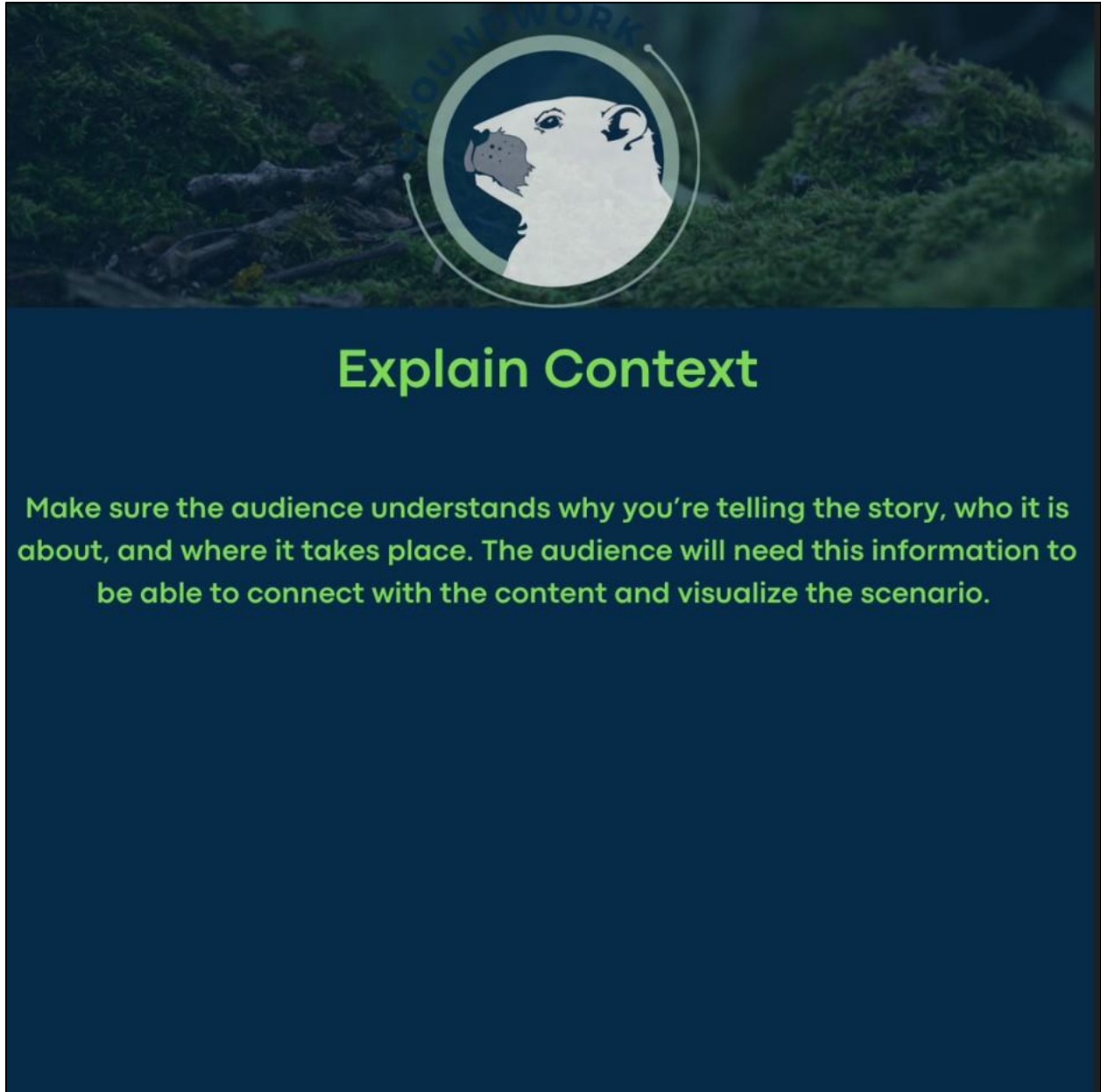


Figure 36- Template Created by Savannah Lawrence



Connect

Share an anecdote, add some humor, and be relaxed. Audiences connect with human elements that may elicit an emotion or empathic reaction. In fact, these elements tend to imprint in long-term memory much better.

Figure 37- Template Created by Savannah Lawrence



Inspire

Storytelling is a way to relay something important to your audience that you hope will impact their lives in some way. Use clear, concise language to elicit them to action. Help the audience to see how that action will lead to a positive outcome.

Figure 38- Template Created by Savannah Lawrence



Be Modest

We all make errors and fail sometimes. Being able to share failures in storytelling demonstrates honesty and a willingness to learn and grow from those moments. It's also a vital component in gaining trust from your audience and it helps reinforce the value in your story.

Figure 39- Template Created by Savannah Lawrence



Figure 40- Template Created by Savannah Lawrence

A GOAL IS A VERY BROAD AND ABSTRACT OUTCOME. OBJECTIVES ARE THE STEPS THAT HAPPEN ALONG THE WAY TO ACHIEVING A GOAL. WHEN GOALS AND OBJECTIVES USE THE S.M.A.R.T. APPROACH, THEY DEMONSTRATE TO THE FUNDER THAT THE APPLICANT HAS A DETAILED PLAN TO GET IT DONE.



KEEP READING TO SEE HOW S.M.A.R.T. CAN HELP YOU WRITE CLEAR, MEASURABLE, AND CONCISE GOALS AND OBJECTIVES TO IMPRESS YOUR AUDIENCE!

Figure 41- Template Created by Savannah Lawrence

S
BE SPECIFIC.
TELL YOUR FUNDER PRECISELY WHAT YOU EXPECT.



**FOR EXAMPLE- INSTEAD OF SAYING YOU WANT TO SEE AN
INCREASE IN SALES, SAY YOU WANT TO SEE A TWENTY
PERCENT INCREASE.**

Figure 42- Template Created by Savannah Lawrence

M
MAKE IT MEASURABLE.
TELL THE AUDIENCE HOW YOU CAN TELL WHAT THE IMPACT
IS.



FOR EXAMPLE- TELL THE AUDIENCE HOW YOU MEASURE
THAT TWENTY PERCENT INCREASE BY TRACKING INVENTORY
OR SALES FIGURES

Figure 43- Template Created by Savannah Lawrence

A
YOU CAN ATTAIN IT.
LET THE FUNDER KNOW THE INVESTMENT THEY MAKE WILL
BE FOR ACCOMPLISHMENTS YOU CAN MAKE.



FOR EXAMPLE- A BUSINESS THAT SELLS CARS IS MORE
LIKELY TO SELL TEN CARS, RATHER THAN TEN MILLION.

Figure 44- Template Created by Savannah Lawrence

R

STAY RELEVANT.

**BE SURE THAT YOU'RE ASKING FOR FUNDING THAT
COMPLIMENTS YOUR ORGANIZATIONAL MISSION**



**FOR EXAMPLE- AN AUTOMAKER PROBABLY WON'T ASK FOR
FUNDS TO BUY A ICE CREAM TRUCK.**

Figure 45- Template Created by Savannah Lawrence

T

KEEP IT TIME-BOUND.

**FUNDERS NEED TO SEE THAT APPLICANTS ARE LOOKING AT
MEETING A TIMEFRAME FOR THE GOAL**



**FOR EXAMPLE- DON'T TELL SOMEONE YOU INTEND TO BUY A
CAR, TELL US THAT YOU WILL BUY THAT CAR THIS YEAR.**

Figure 46- Template Created by Savannah Lawrence