

**Text Library of Supporting Documents**

- 501(c)3 document & Tax ID Number
- State Certificate of Good Standing (Secretary of State)
- Bylaws
- Mission Statement
- Bios of Important Staff (leadership and program delivery)
- Résumés of Key Leadership and Program Staff
- Short History
- List of Board Members (include name, Board position, profession or former profession if retired, city/state zip)
- Percent of Board members who have donated (100 percent even if they only give \$1)
- Board Approval Letter (signed in blue)
- 10 Largest Financial gifts in preceding fiscal year
- Board Approved Annual Budget
- YTD and YE Profit and Loss/Balance Sheet Statements
- Audit or 990
- Letters of Support Recommendation/Endorsements/Media Coverage
- Memo of Understanding for Collaborative Projects
- Program Brochures
- Agency Annual Report
- Agency/Program Organization Charts

## Understanding Outcomes/Objectives

### ***Two types of objectives/outcomes***

- ***Process objectives/outcomes*** relate to the activities and methods the agency will employ. (e.g., Ten tutors will be recruited by March 12<sup>th</sup>. Fifteen hours of tutoring will be provided per semester for each student enrolled.)
- ***Outcome objectives/outcomes*** relate to the results of these activities and the benefit to participants. (e.g., Fifty children will improve their reading scores by one grade level...)

Opening a new spay and neuter clinic is a process objective; it describes a method. Reducing pet overpopulation by 10% in the coming year is an outcome objective because it describes a result of a method.

Process objectives are often valuable for internal purposes (e.g., budget planning), but outcome objectives are often of greater importance to funders and other constituents.

Make sure to highlight the objectives of your proposal very clearly. Objectives should not become “lost” in verbiage; they should stand out on the page. Use numeration, bulleting or indentation of text to state your objectives.

Be realistic. Don’t promise what you can’t deliver. Remember that the funder will want to be told in the final report that the project actually accomplished these objectives.

### **CDBG National Objectives Exercise**

CDBG National Objectives require **THAT EACH ACTIVITY** meet specific tests for either:

- ❖ Benefiting low- and moderate-income persons,
- ❖ Preventing or eliminating slums or blight, or
- ❖ Meeting other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

