

## Appendix B

### Full Application

1. Objective
  - a. Define the objective of the proposed program.
2. Methodology
  - a. What methods will be used to meet the objective?
  - b. Provide at least one specific metric that would measure the effectiveness of the project. It is desirable to have a pre grant period benchmark for comparison purposes to show the impact of the project on the stated objective(s).
3. Plan of action
  - a. Detail the various steps of your plan.
4. Budget
  - a. Provide budget details for the project using these categories.
    - i. Personnel
    - ii. Travel
    - iii. Supplies
    - iv. Equipment
    - v. Design & development
    - vi. Research
    - vii. Marketing & promotion
    - viii. Other Costs
    - ix. Total Budget
  - b. If the project is expected to continue beyond the grant period, how will it be funded? What is the long-term sustainability of this effort?
  - c. If you are requesting multi-year funding, state the amount of second year funding being requested and why second year funding is critical to the success of this project.
  - d. If you received previous grant funding, state when, how much and if this is a continuation of a previous project(s).
5. Timeline
  - a. Provide a monthly timeline for major project activities for the duration of the program.
6. Personnel
  - a. List the people who are involved in the program pertaining along with their qualifications.
7. Equipment
  - a. List any equipment to be purchased for this program along with the cost.
8. Supplies and Materials
  - a. What supplies and materials are needed?
9. Technical Support
  - a. Is there specific technical support needed during the program? If so, who will provide it?
10. Safeguards and Confidentiality

- a. Does the program require Institutional Review Board (IRB) approval, fall under HIPPA regulations or require other safeguards? If so, please provide the details. Submit a copy of the IRB approval if needed.
- 11. Outcomes and Effectiveness
  - a. What metrics will be utilized to gauge the project effectiveness?
- 12. Final Report
  - a. What is your fiscal year?
  - b. When would you anticipate submitting a final report?
- 13. Letter of Intent
  - a. Has anything changed in the Letter of Intent that you submitted? If so, detail the changes.
- 14. Board of Directors
  - a. Provide a list of Board Members and their affiliation.