Exhibit B
Fiscal Year 2024/2025 Community Funding
Scope of Work / Work Plan

1. Scope of Work or Work Plan
   Your scope of work or work plan should answer these three questions:
   A. What is the program/project goals?
   B. How will those goals be achieved including time frame?
   C. What is your evaluation method for measuring results?

Complete table below for Scope of Work
See next page for scope of work / work plan definitions and guidelines.

Goal / Objective (Refer to 1A above)	Major Tasks (To achieve goal) (Refer to 1B above)	Timeline	Evaluation Methodology (Refer to 1C above)
Program/Project OUTPUTS			
Program/Project OUTCOMES			

Scope of Work / Work Plan Definitions and Guidelines

Results: A meaningful, measurable result will demonstrate the difference the proposed project makes, or is intended to make, in the lives of the people receiving the service.

Output: Results show the amount of work performed or services received, e.g., number of clients treated, number of meals served, or number of people who successfully completed a program.

Examples of Output Measures:
- 500 clients will participate in health screenings and receive referrals for follow-up when indicated.
- 200 meals will be served to seniors.
- 75 people will be enrolled a program to aid in reducing tobacco use.

Outcomes: This shows the quality of performance and answers the question 'who is better off by doing this project.'?

Examples of Outcome Measures
- At least 50% of clients who participate in health screenings will experience an improvement in their overall health.
- 75% of seniors who will receive meals will no longer face food scarcity for the duration of this program.
- At least 25% of participants enrolled in this program will stop tobacco use.

Exhibit C
Fiscal Year 2024/2025 Community Funding
Program / Project Budget

The following information should be provided in the format shown below.

1. A one (1) page budget narrative is required and include:
    a) Describe each line item.
    b) Explain changes in funding requests.
    c) State if funds will be used for as a match required by other funding sources. If yes, then list the other funding source and the amount of the required match.

2. Provide a budget, using the format below, that includes the following information:
    a) Description of all funding sources for the proposed program/project.
    b) Identify which part of your program/project will utilize the requested funds.

3. If your organization is submitting one application for multi-programs/projects, submit a separate budget for each program/project request.

Exhibit C continued
Program Budget Request Form

	Project Expense	Community Funding Requested	Other Funding Sources (List amount & agency name)
Personnel Expenses (Gross Salary)			
Subtotal – Personnel Expenses			
Operating Expenses (program supplies, brochures, flyers, etc.)			
Subtotal – Operating Expenses			
Total Grant Project Expenses			

Exhibit D
Fiscal Year 2024/2025 Community Funding
Organizational Budget

REVENUE	
Government Grants	$
Program Income	$
Fundraising Contributions	$
In-Kind Non-Cash Contributions	$
Restricted Income	$
Special Fundraising Events	$
Total Income	$
EXPENSES	
Program Expenses	$
Employee Compensation	$
Operating Expenses	$
Occupancy Expenses	$
Telephone / Internet	$
Technical Support	$
Insurance	$
Utilities	$
Fundraising Expense	$
Trainings & Meetings	$
Travel	$
Total Expense	$
Net Ordinary Income	$