



Pre-application Mini-Proposal
Arizona State University
College of Public Service and Community Solutions

Legacy Corps for Veterans and Military Families

Note: Maximum Page limit is 3 Pages

Please address the following areas in your proposal:

1. Program Design

Describe the **need** for *caregiver support services [in-home respite care]* (see attached position description attached) in your community as targeted to veteran and military families. Are there waiting lists for these services? How large? Are there any veteran and military associated service providers in your projected service area? If so, who? Note: Caregiver Support services may be provided to veteran and or military families of any age group.

2. Community Profile & Collaboration

Describe your target community (e.g., county(ies) to be served, primary demographics, socio-economic status, service challenges) and partnering organizations (e.g., veteran facilities, military installations, veteran and or military auxiliary organizations, faith-based, governmental, social services). Describe how you envision the Legacy Corps program will benefit and network within these partnerships.

3. Evaluation

Evaluation and research is an integral part of the grant award. This aspect is be a major part of the program for national impact and policy changes. No action is needed at this time. All associated instruments and other protocols

will be provided by Arizona State University - College of Public Service and Community Solutions at a later time. This item is informational only and does not require any narrative at this time. All member volunteers and caregiver families are required to participate in our national research. Results are shared with each subaward grantee organization. Please confirm your willingness to participate in the caregiver and member research.

4. Program Sustainability & Match

The grantee must be able to meet the match requirements. The required match can either be all cash or a combination of cash and in-kind services. There are many creative ways to come up with the required match. For example, staff time (program and fiscal) donated to work on the project is considered one way to meet your match requirement. What potential sources of match (cash and in-kind) do you anticipate to operationalize this grant? This might include private resources, foundations, donations, building space, etc. Note: 10% of the cumulative agency budgeted costs may be claimed as administrative match. Please affirm your agency's commitment to meeting the match requirement.

5. Member Recruitment/Training & Staffing

Describe your anticipated recruitment strategies that would target veteran and military families. Members must commit to providing 450 hours of service/training in one year. This comes to about 10-12 hours a week based on providing service over a 40-42 week period. Twenty percent or up to 90 of the total 450 hours may be spent in pre-service and in-service training.

6. Program Identity

Legacy Corps for Veterans Military Families is part of a national network of programs operating under the auspices of Arizona State University and Corporation for National Community & Community Service. All programs must be committed to maintaining the visibility of the same in its publications, outreach and media events. Please state your commitment to ensure proper and continuous acknowledgment of these identities.

7. Organization & Fiscal Capacity

Describe your organization's internal management structure and capacity. Discuss your experience and capacity to manage federal and or state grants. How many years has your organization been in operation? Please complete the below referenced self-certification check list.

Please complete the "Assessment of Fiscal Capacity" chart below and return the same as part of the your Mini-Proposal (not a part of the 3 page narrative)

Assessment of Fiscal Capacity:

Item/Issue/Standard	Meets	Does not Meet	Comments
Organizational has dual controls for receiving and disbursing funds including check writing			
Accounts are segregated by funding source and internal coding for separating tracking			
Audits are conducted annually. If not, explain			
No audit exceptions or material weaknesses have been noted in the past five annual audits If so, please explain internal corrective actions			
Bank Records are reconciled to the funding source(s)			
Accounting process is in place to receive and track match resources (cash and in-kind)			
Grantee has liability policy in place for staff and volunteers <i>State the amounts of coverage.</i>			
External program/fiscal evaluations or monitoring: any exceptions noted? If so, explain			
Annual inventory is completed for all equipment purchased with federal funds			
Funds are deposited with FDIC insured bank.			
Program has board approved accounting manual			
Program and fiscal records are stored in a secure lockable			

Item/Issue/Standard	Meets	Does not Meet	Comments
area (e.g., locked file cabinet or room that can be locked daily.			
Process is in place to reconcile monthly expenditure reports to in-house accounting records. If not, explain.			