



St. Charles 708 Mental Health Board Application for Funding Completion Guidance

Guidance for completion of SECTION 4: PROGRAM AND BUDGET DESCRIPTION

1. **Describe the general purpose of the priority or program.** Purpose is defined as the reason for **why** the priority/program exists. What is the conceptual idea; state clearly how the purpose aligns directly with the vision and mission of the 708 Board. Do not list goals, interventions, activities or timeline. Example: The program exists to provide treatment for low income substance abuse persons.
 2. **Describe the need of the priority or program and the type of individuals to be served.** The need of the priority/program clearly aligns with the 708 vision and mission. Provide details, identifiers and characteristics of the target population. Focus on **who**. Example: the CDC reports low income substance abusers are at increased risk of unemployment, homelessness and incarceration; Our priority/program prevents-reduces substance abuse (vision) and supports their substance abuse needs (mission).
 3. **Describe the specific activities of the priority or program.** Specific activities are the interventions, groups, treatment plans, volunteer training, education, modalities of **what, where and how** you operate. A priority/program may have numerous, multifaceted elements; the intention of these activities is to meet the needs of the targeted individuals.
 4. **Describe the timeline or schedule activities of the priority or program. Include a begin and end date for each priority or program.** The timeline is **when** activities occur. This may involve an hour-long intake interview, a ten-week group therapy program, an ongoing intervention where clients come and go according to their treatment plan, etc. The focus here is on length of interventions with begin and end dates defined as best as possible.
 5. **Describe the goal(s) with a description of the anticipated major outcomes.** The goal(s) is essentially: all your effort is directed towards an intended result. How you establish goals may be complex; successive approximations in a chain towards a global result, or a simple yes/no. The 708 Board is looking for a clear definition of the goal(s). Define and explain the **outcome**.
- 6-9. Self-explanatory
10. **Include a brief budget of anticipated expenditures for each priority or designated program. Include revenues from other sources to support this program or priority (if requesting partial funding).** The 708 Board requests a clear description for the use of the funds. This section is specific to each priority (or in some agencies their one designated program). Do not include your overall organization's financial statements. We request a brief itemization of expenses. Example: request \$22k; expenses- \$12k clinical salaries (240 hrs. at \$50 hr.), \$3k facilities- rent, utilities, \$3k materials, handouts, etc., \$2k administrative support/overhead, \$1k tests (drug or whatever), \$1k MD services. Individuate expense items- more specificity is desirable. Include other sources of anticipated revenue (client co-pays, insurance, foundation-grants).



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11-13. Self-explanatory

Guidance for completion of SECTION 6: ALLOCATION EXPENDITURE SUMMARY:

Provide a summary report of actual funding received this past year documenting how your organization spent funds on the designated program or priorities listed in the application:

The 708 Board requires an accounting of funds received. When completing this section, tell us how you spent the money. Look at your application from last year; section 4, item 10, Budget., list and match up the expense categories with what you requested and what you spent. List each priority separately and budget for each priority in this section.

Example: Priority 1/ Designated Program. Funds actually received \$15k, funds were spent as follows: \$11k clinical salaries: 40 hrs. RN at \$50, 100 hrs. social work at \$30 hr., 20 hrs. MD at \$100 hr, 200 hrs. staff aides at \$20 hr.; \$2k on office rent, utilities, phone., etc.; \$2k on computer resources, handouts, training

Tell us how many St. Charles clients were served - service hours provided and an overall narrative of the results of this priority/program. The 708 MH Board is interested in best practices; what is “working” and are the residents accessing and benefitting from high-quality programs and services.