THE HEALING TRUST

Transom and Small Grant Review Checklist

Please use this checklist as a guide when writing your full proposal. The more questions you can answer "yes" to, the stronger your application will be. The checklist is organized by sections in the proposal, with questions relevant to that section underneath it.

Executive Summary

- ☐ Does it include a general overview of the program?
- ☐ Does the agency outline how its programs and services are meeting unmet needs?
- ☐ Does it identify how long the agency has been offering services?
- ☐ Does it describe the collaborations with other agencies?
- ☐ For the Full Proposal: Are letters of support from collaborating agencies included? Are they detailed and explain the nature of the collaboration and/or the ability of the agency to deliver quality programs? Is it clear that they are not form letters? Letters of support are optional for Transom and Small grant applications.

Needs Assessment

- ☐ Does it include the most currently available research and data? Is the research and data cited with relevant sources?
- ☐ Is the research relevant to the community served (county, city, state-level)?
- ☐ Does it describe the agency's cost per participant (if possible)?
- ☐ Does it explain how much it would cost the community if the program did not exist? Can this cost be broken down per participant?
- ☐ Is the demographic data detailed? Does it describe the socioeconomic status of the program's target population? *If the request is for an ongoing program, demographic data should be based on the previous year's clients.

Program Design

- ☐ Does the "**Goals**" section describe the purpose of the program in broadly stated terms?
- ☐ Does the "**Related Activities**" section describe the activities that are needed to complete the program? Does it explain what steps are necessary to start or keep the program going?
- ☐ Does the "**Outputs**" section describe how many people are being served over the grant term? Does it describe how many units of service are being offered per person?
- ☐ Do the **outcomes** correspond to the outputs? **Are the outcomes health-related, and do they include a positive health change within a specific timeframe?** Is there a reasonable number of

outcomes? Are the outcomes listed in The Healing Trust's preferred format (e.g., 50 out of 100 (50%) of clients will have a reduction in trauma symptoms)?

- Does the "**Evaluation Indicator**" section describe the evaluation tool that is being used? Is the tool standardized/evidence-based and appropriate for the client population? Is the frequency of evaluation appropriate (pre/post-test)? Is the significance of the proposed improvement explained (e.g. A ten point improvement in the GAF is statistically significant according to ___ and means that the client will demonstrate ___ health improvements)?
- If you are requesting salary support, does the Biographical Sketch include the employee's name, title, educational background, and professional experience? If the position is open or will be created, are job qualifications included?

Sustainability

- Does this section include an actionable revenue plan? Does it break down sources of revenue by percentage? Does it describe the organization's history with funders and the likelihood of continued funding? Does the agency have stable and long-term funders from multiple sources?
- Is the revenue plan reasonable and achievable in light of historical funding?
- Is the agency **financially viable**? E.g., increases in net assets year to year, sufficient cash and liquid assets to support operating expenses for the upcoming year? When current assets are divided by current liabilities is the ratio greater than one? *A current ratio greater than one signals financial stability.
- If the agency has a significant debt payment that is due soon, does the section describe the agency's plan to pay off or refinance the debt?

Succession Plan

- Is there a documented process for any leadership staff transition? Is a brief explanation of the plan included?
- Are there emergency backup plans for key program staff?
- What is the process for creating and maintaining succession plans and emergency backup plans? Are they reviewed and updated frequently?

Internal Controls

- Are the financial duties properly segregated?

  *Proper segregation of duties ensures that the following duties are properly segregated so that a person does not have responsibilities within each of the following categories: Authorization (approving expenses and signing checks), bookkeeping (processing payroll, entering information into accounting system), custody (access to cash and checks). It is best practice to separate organizational roles of bank reconciliation reviewers and check signers. Smaller agencies often rely on board members to properly segregate duties.

Budget Justification

- ☐ Does this section describe what is included in the program budget and how those estimates were created?
- ☐ Does it specifically explain which items THT is being asked to fund?
- ☐ Are salaries and professional services correctly categorized?
- ☐ Are requests for items that cost more than $1000 unitized? E.g., the classes are 2 hours each and the classes are offered 50 weeks a year. The nutritionist's hourly rate is $58. 50 x $58 x $2 = $5,800.

  *The larger the line item funding request, the more detail needed. Please do not include administrative overhead items (D&O insurance, audit, bookkeeping, copier rentals, rent) in your direct program expenses of your budget. These are included in in the Admin Costs/Indirect Overhead line item.

Budget Form

- ☐ Does the revenue total match the expense total?
- ☐ Does the amount requested from The Trust match the amount in the "Amount of Line Item Requested?"
- ☐ Is the amount requested for admin/indirect funding appropriate?