

CAPITAL PAF USERS' GROUP GRANTS PROGRAM

Information and requirements needed to apply for a CPAFUG Family History and Genealogy Grant (Grant).

PROGRAM OBJECTIVE AND ELIGIBILITY FOR 2002

Provide one or more Grants each year of up to \$500 to help fund projects sponsored by a CPAFUG approved local genealogical society, library or other governmental organization involved with genealogy or family history, or a Family History Center of the Church of Jesus Christ of Latter-day Saints. Projects must benefit family history and genealogy in the Metropolitan Washington, DC area. Projects benefitting such entities as private individuals or commercial firms are not eligible. Applicants must abide by the CPAFUG application evaluation process and factors plus, if the Grant is approved, reporting requirements (usually monthly).

RESPONSIBILITY AND RIGHTS

CPAFUG is solely responsible for this Program and reserves all rights including award of all or none of a year's requested Grants and the right to contact (or not) the requestor or sponsor for deficiencies or for clarification on the application.

HOW TO APPLY

Write CPAFUG at P O Box 427, Kensington, MD 20895, to request an application form or download in about an hour a copy from: <http://homepages.rootsweb.com/~cpafug> Follow the three requirements at the bullets below to submit a Grant application.

- Completely fill out the current year's Grant Application form. Overflow pages may be used. Other documents may be submitted, however, **BREVITY** works to your advantage. If a item on the form does not apply, note as "N/A."
- On the form, describe the project fully with these 16 items. Give reasonable, complete and accurate data or "N/A" if an item does not apply. Write in a concise manner so a person unfamiliar with the project can **understand and evaluate** your proposal. Use graphics; be specific; give background info; list relationships, steps, dates, dollar amounts, benefits, years, and other details.
 1. Project objective - be specific and quantitative to allow measurement of success
 2. Relation of project to similar activities, past or present; show differences in scope, purpose, effect, beneficiaries, etc. to justify any duplication, follow on, or parallel developments else these proposals will be denied
 3. How the project will be done - details, people, places, etc
 4. A definitive project time line including planned start and ending dates - year & month
 5. Delivery dates of specific products - year & mo
 6. Total worth of the products - estimate dollars (reasonable, conservative values, not words)
 7. Statement of benefits to our community over time
 8. The expected life of the project's products - years and any possible evolution of the products
 9. Number of people and/or what organizations will be benefitted by the project's products
 10. Detailed spending plan for major items - dollars & times
 11. If the Grant is to be combined with any other funding for the project, so state and describe the funding source(s), amount(s), and total budget
 12. **Your** justification statement, **1 page MAX**, of why your proposed project is most deserving and has the highest probability of success
 13. **Your** biography, **1 page MAX**, include research, study, or special projects, AND 3 references with phone #s
 14. How the products meet the objective of the CPAFUG Family History and Genealogy Grants Program
 15. Applicant signs and dates the application form
 16. Head of the sponsoring organization signs and dates the application form after the applicant
- Submit the application as instructed on the form by **August 31st**. You will receive an acknowledging receipt in early October.

EVALUATION FACTORS

Applications are screened through the first two factors. Those passing each are eligible for the next evaluation.

1. Application form and continuation sheets comply with the three requirements for submission.
2. Project, applicant, sponsor, and sponsoring organization are eligible. The 16 project description items are valid. Validation includes assessing understandability, reasonableness, completeness and accuracy.
3. Valid grant request amount. The amount may be increased or decreased at CPAFUG's discretion.
4. Estimate the probability of success. Assess the likelihood of the project meeting its objective, having its products delivered on time and within budget, and the project's ability to yield stated benefits.

POST EVALUATION PROCESSING

1. Each application is recommended for approval or denial based on the factors above and ranked on eligibility, validity, project worth, Grant request size, and the probability of success.
2. CPAFUG Executive Committee awards or denies the request. Awards are announced at the December CPAFUG meeting. Applicants are notified and the awards are posted to our web page by December 31. **There shall be NO APPEALS.** The check for the amount of the award will be sent to sponsor made out to the name of the person receiving the Grant by January 15.

CPAFUG FAMILY HISTORY AND GENEALOGY *

GRANT APPLICATION FOR 2002

Grant Approved Yes No

Project Title: _____ **ID No** _____
(Assigned by CPAFUG)
Amount Requested: \$ _____

Project Manager: _____ **Phone:** _____

Email Address: _____

Mail Address: _____ **City, State, Zip** _____
(List the same information for other principle members of the project team on another page)

Other members of the project team? Yes No **If yes, number:** _____

Project Sponsor: _____ **Phone:** _____

Email Address: _____

Organization Name: _____

Project Description: (Begin with item 1 and proceed sequentially through 16. Begin each item on a new line. Follow all guidance on Grants Program information sheet under HOW TO APPLY and EVALUATION FACTORS. **Brevity** works to your advantage. Clearly identify continuation pages.)

1 - _____

Continued on page _____

Signatures: By signing this Grant request, you attest to the accuracy and completeness of the above material, all related continuation sheets, and other submitted documents plus you agree abide by the CPAFUG evaluation process and factors and you will follow the reporting requirements (usually monthly) of the Grant, if approved.

Project Manager (Grant Applicant) **Date** _____
Head of Sponsoring Organization **Date**

By **August 31st** mail to: CPAFUG at Box 427, Kensington, MD 20895 **OR**, preferably and if possible, email to us an attachment to : cpafuggrants@aol.com using either Microsoft Word 97 or Corel WordPerfect 9 or later version.

* **Family History:** the research and gathering of and/or the compilation of historical information about an individual, a family, or group and may include genealogy. **Genealogy:** the study (including research) and compilation of and/or the records of an individual's, a family's, or a group's ancestry or descendants and history.