# Earned sick and safe time (ESST) outreach grant 2024 application

## Organization information

Organization name:

Mailing address:

Contact name, title:

Contact phone:

Contact email:

Organization mission:

Note: The suggested word counts below apply to sections (for example, “project overview” or “equity”) and not individual questions. It is OK to not reach the maximum word limit.

## Project overview (10 points) (up to 250 words for this section)

Provide a clear summary of your grant goals, outcomes and the primary activities you will do to achieve them.

## Equity (20 points) (up to 400 words)

1. Describe which focus populations, as described in the request for proposal (RFP), your organization will serve with the grant.
2. Provide information regarding your organization’s experience with and ability to serve the focus populations through methods that are community-centered, culturally-relevant and accessible.

## Program activities and services (25 points) (up to 600 words)

Explain in detail the grant outreach, education and technical assistance activities you plan to do to meet your grant outcomes. Also describe the role of any program partners you plan to work with to help meet your goals. Sample grant activities and outcomes can be found in the RFP.

## Outcomes (10 points) (up to 350 words)

1. Describe the quantitative (quantity, number) and qualitative (quality) outcomes you plan to achieve with the grant funding.
2. Provide information about how you will collect information about outcomes.

## Workplan (25 points)

Complete the workplan template below for all major activities.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Timeframe | Major activities | Resources needed | Partners | Outcomes |
| July 1, 2024 to Sept. 30, 2024 |  |  |  |  |
| Oct. 1, 2024 to Dec. 31, 2024 |  |  |  |  |
| Jan. 1, 2025 to March 31, 2025 |  |  |  |  |
| April 1, 2025 to June 30, 2025 |  |  |  |  |

Staff experience (10 points) (up to 400 words)

1. Describe the qualifications and roles for program staff.

## Budget and budget narrative (required, unscored)

### Projected grant program budget

Complete the table below with your proposed project budget. See the ESST 2024 outreach grant RFP for information about allowable and unallowable expenses.

|  |  |
| --- | --- |
| Budget line items | Budget dollar amount |
| **Grant-funded personnel** (e.g., salaries, wages, insurance, benefits) | $ |
| **Grant-funded personnel travel** | $ |
| **Supplies and materials** | $ |
| **Communications and outreach** | $ |
| **Contract services** | $ |
| **Administrative costs** (cannot exceed 10% of the total budget) | $ |
| **Total projected budget** | $ |

### Budget narrative information

|  |  |
| --- | --- |
| Budget narrative categories | Detailed description Provide a detailed account of each budget line item listed above for which you are requesting funding (for example, explain the roles and expenditures for personnel, types of outreach expenses and partners/vendors contracted, etc.) |
| **Grant-funded personnel** | [For each person provide: name and/or role, hourly rate + est. hourly benefits = total hourly wage x number of hours = per person total $.] |
| **Grant-funded personnel travel** |  |
| **Supplies and materials** |  |
| **Communications and outreach** |  |
| **Contract services** |  |
| **Administrative costs** |  |

Program budgets submitted as part of the grant application are not deemed final until the contract has been signed by all parties.

## Application checklist

## Application form

## Exhibit A: Capacity responses

## Exhibit B: Certification

## Exhibit C: Evidence of good standing

## Exhibit D: Nonprofit grantee form and documents

## Signed letters of support from partner organizations (optional)