

# Wood Co. ADAMHS Board New Funding Request

Agency Name

Name of Program/Services Proposed

## **Guidelines and procedures for new funding requests for Board consideration:**

1. Statement of client need.
  - a. What client needs are being addressed in this proposal?
  - b. Describe the intended target population characteristics and the number of clients impacted.
  - c. Provide relevant data supporting the specific needs to be addressed.
  - d. How are these needs currently being addressed?
  
2. Proposed Program or additional Funding request
  - a. How will this proposal address client needs?
  - b. Description of service(s) or additional funding request. Include all components.
  - c. How many clients will be served by the program?
  - d. What research data support the program, services, training or other funding request being proposed? Is this a recognized evidence based service?
  - e. Is this program, or similar program, available to these clients now?
  - f. What is the expected duration of the program?
  
3. Time frame for implementation
  - a. When program, or project, will start and, if appropriate, what is the end date?

Include component phases of implementation, if applicable.

- b. Is this a one-time or continuing proposal?
4. How will program/service quality and client outcomes be measured?
  5. Financial information – Include UFMS forms #047 and #052
    - a. Costs of the program.
      - i. Direct Costs
      - ii. Indirect Costs
      - iii. Administrative Costs
    - b. Revenue Information
      - i. List all revenue streams and projected amounts.
      - ii. Include in-kind contributions
  6. If Board funding were to cease for this project, how will it be sustained?
  7. Letters of Support