

of specific evaluation criteria. The evaluation criteria are designed to assess the quality of the proposed project and to determine the likelihood of its success. The evaluation criteria are closely related and are considered as a whole in judging the overall quality of an application. Points are awarded only to applications that are responsive to the evaluation criteria within the context of this program announcement.

There is a 25-page limit for the application narrative. Pages submitted beyond the first 25 in the application narrative section will be removed prior to panel review. Applicants should strive to be concise and provide only the information requested and needed. The budget portion of the application is not subject to this limitation. There is no formal page limit for the budget portion of the application, including the letters detailing the cost-share commitment, though applicants should take care to ensure that budgets are clear and easy to understand. Applicants should limit any supporting documentation to 5 pages. Supporting documentation, including letters of support, in excess of five pages will be removed prior to review.

Supplemental information (e.g., brochures, reports) not required in this announcement will not be reviewed. More information about application submission is provided under Part IV, below.

Proposed projects will be reviewed using the following evaluation criteria:

1. Approach: (45 Points)

Technical Assistance Strategy (15 points). The application should describe how the intermediary's assistance to faith-based and community groups will achieve the broad CCF goals of helping these organizations improve efficiency and broaden their funding base. Applications should describe a plan for delivering capacity-building assistance to smaller organizations in the following areas:

- Strategic planning;
- Financial management;
- Board development;
- Fund-raising;
- Outcome measurement.

Applications should also describe any additional activities that will serve to meet other needs of smaller organizations. Additional activities may include (but are not limited to) the following:

- Legal assistance in various areas such as the process of incorporation, and obtaining tax-exempt status;
- Needs assessments to identify internal areas needing improvement or areas in which to develop or expand

community services to address service gaps;

- Development of internal operating controls and procedures related to all aspects of business management;

- Facilitation of networks, service coordination, and resource sharing among organizations;

- Incorporation of "best practices";
- Expanding outreach and client screening, intake, or tracking methods;
- Volunteer management;
- Human resources development.

Applications should reflect the following additional considerations:

- An applicant's strategy should not focus on any single technical-assistance activity, such as grants writing. The applicant should instead describe how it will offer a range of technical assistance services. Ideal approaches will be multi-tiered and focus on as many areas of need as is logical and achievable.

- Technical assistance should be provided on a long-term, on-going basis to smaller organizations, rather than through single or short-term contacts (such as a nationwide series of seminars or conferences).

- The application should describe the approach the intermediary will employ to reach out to a diverse range of faith-based and community organizations needing assistance.

- Particular attention should be given to including groups that address priority social service needs, such as the homeless, prisoners reentering the community, children of prisoners, at-risk youth, addicts, elders in need, families moving from welfare to work, and groups that help couples who choose marriage for themselves, to develop the skills and knowledge to form and sustain healthy marriages.

- The application should provide a proposed schedule for accomplishing the activities planned.

- The application should discuss factors that may negatively affect the project and how those factors will be addressed.

- Technical assistance activities funded under the CCF are to be conducted at no cost to interested faith-based and community organizations.

Sub-award Strategy (15 points). The application should describe a plan for making sub-awards to smaller faith-based and community organizations. This plan should estimate the types and number of organizations expected to receive funding and the purposes to which sub-awards may be put. It should also describe the procedures the applicant will employ to identify and select organizations to receive sub-awards.

- Intermediary organizations that receive CCF awards will develop, with guidance from and in consultation with ACF, a final plan for making sub-awards within 30 days of receipt of award under this announcement. This final plan will be based upon the proposal in the grantee's application, although it may not contain all proposed elements. ACF must approve the plan prior to the issuance of any sub-awards using Federal funds awarded under this announcement. *Sub-Award Plans.* The following principles underlying the CCF sub-award component must be evident in the applicant's approach. The total amount of sub-award funds proposed must represent at least one-quarter the amount of the total Federal funds requested, though applicants are encouraged to exceed this 25 percent threshold, if possible. For example, an applicant seeking \$500,000 in Federal funds must propose to distribute at least \$125,000 in sub-awards and an applicant seeking \$250,000 in Federal funds must propose to distribute at least \$62,500 in sub-awards.

- Participation in the CCF sub-award program must be open to faith-based and community-based organizations;

- Recipients of sub-awards must receive sub-awards through a competitive process and may not be pre-selected;

- The approach must include outreach to both faith-based and community organizations in a fair and open competition.

- Intermediary organizations must provide on-going technical assistance and capacity-building support to the organizations to which they issue sub-awards;

- The criteria for selection of sub-awardees shall not include consideration of the religious nature of a group or the religious nature of the program it offers;

- Intermediaries shall not require sub-award applicants to provide matching funds or give them a preference in the selection process if they offer matching funds in their applications;

- Intermediaries shall not require sub-award applicants to have 501(c)(3) status or to identify a sponsoring organization with 501(c)(3) status;

- As a general rule, organizations that partner with an intermediary to deliver technical assistance or provide cost-sharing funds for the proposed project shall not be eligible for sub-awards;

- Sub-awards should be in amounts that are manageable for a small organization;

- Priority for sub-awards should be given to organizations implementing