Submission Instructions: Applicants must submit a complete application and verification of 501(c)(3) status from the Internal Revenue Service (IRS) electronically to the attention of Emily Finch Bridgers, Adjunct Professor, at efinch@uncc.edu. New organizations are encouraged to apply with verification of 501(c)(3) status. The application deadline is 5:00 p.m. on March 29, 2018. Late applications will not be accepted.

Important Dates and Information

- Applications are due by 5:00 p.m. on March 29, 2018.
- Application packages must be submitted in Portable Document Format (PDF).
- Inquiries concerning Charlotte Students4Giving and the Spring 2018 grant cycle should be addressed to the attention of Emily Finch Bridgers, Adjunct Professor, at efinch@uncc.edu.
- The award recipient will be notified by April 12, 2018.
- Funds must be expended by November 30, 2018.
- Final reports will be due by December 31, 2018.
- The award recipient will be asked to present a brief program summary at the eighth annual Charlotte Students4Giving conference in the Spring semester of 2019.
**Organization Information**

Name of Organization:

Mailing Address:

Physical Address (if different from mailing address):

Website:  
Tax ID Number:

Phone Number:  
Fax Number:

Total Program/Project Budget:

Total Organization Budget:

Requested Funding from Charlotte Students4Giving:

**Contact Information**

Executive Director:

E-mail Address:  
Phone Number:

Contact Person (if other than Executive Director):

E-mail Address:  
Phone Number:
Narrative (90 Points)

Narrative Instructions: Answer the following questions in a maximum of seven pages. The application narrative should be double-spaced with one-inch margins, using 12-point Times New Roman font. Charlotte Students4Giving recommends using the headings provided below, to ensure all criteria are met. Submit the application package in Portable Document Format (PDF).

A. Organization Information (30 points)
   1. Describe your organization’s history and mission. (10 points)
   2. Describe your organization’s history or capacity for providing holistic mental health services to youth. (10 points)
   3. Describe how your organization demonstrates a commitment to cultural competence through policy and service provision (e.g., gender, race, ethnicity, sexual orientation, gender identity, religion or persons with disabilities). (10 points)

B. Statement of Need (20 points)
   4. Citing relevant statistics, describe the importance of holistic mental health services for youth in Mecklenburg and surrounding North Carolina counties. Consider incorporating qualitative or agency-discovered data as well. (10 points)
   5. What sets your program or organization apart from other organizations that provide mental health services to youth? (10 points)

C. Program/Project Summary (30 points)
   6. How do the goals of your program or project support holistic mental health services for youth in Mecklenburg and surrounding North Carolina counties? Some examples of how to present this information include a logic model, visuals, or lists. (6 points)
   7. How does the program or project affect the larger community? (6 points)
   8. Provide a description of the interventions or services provided in this program or project. Highlight what makes your program effective for this population. (6 points)
   9. What are the eligibility criteria for the program or project? Describe any participant recruitment strategies, if applicable. (6 points)
  10. How do you, or how do you plan to, measure outcomes or success for the program or project? (6 points)

D. Program or project sustainability (10 points)
   11. How will your organization be able to sustain the program or project once the grant cycle ends? Are there any challenges or barriers? List potential funding sources. (10 points)
Program/Project Budget (10 points)

**Budget Form Instructions:** Using the format below, describe each line item for the proposed program or project. In the column labeled “Charlotte Students4Giving Requested Funding,” indicate how much of the Charlotte Students4Giving award would be designated for that line item. In the column labeled “Other Funding,” indicate all other funds designated for that line item. In the column labeled “Requested or Committed,” indicate whether other funding for each line item has been requested (enter “R”) or committed in writing (enter “C”). For each line item, the amounts in the column labeled “Total,” should equal Charlotte Students4Giving Requested Funding + Other Funding. At the bottom of the table, the total amount of Students4Giving should equal the requested amount on the first page of the application.

**Budget Justification Instructions:** Use footnotes or a narrative underneath the budget table to provide further explanation for any line item that is specific to your organization or that may not be clear to the review committee.

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