



MAA Innovations in Technical Assistance (MITA) Application

Contact Information

Date of Application: _____

Organization Name:	
Executive Director:	
Address (Mailing)	
Telephone:	Fax:
Contact Person:	Phone, if different:
Email:	Website:

Organization Information

Date of Incorporation:	Annual Operating Budget:
Do you have a 501(c)(3)? ___ Yes ___ No (If so, please provide a copy)	Total Net Assets as of most recent Balance Sheet:
Is your organization an ORR Grantee? (Please choose one response below and note that you do not need to be an ORR grantee to participate in this program) ___ Current grantee ___ Past grantee ___ Applicant (Currently or not funded in the past) ___ In partnership with a current grantee ___ None of these	
Current ORR Grant(s) (list):	
Other Current Sources of Revenue (list):	
Number of paid full-time staff -	Number of Board members – (Please provide a list)
Paid part-time staff -	Number of unpaid staff/volunteers -
Describe your target population: _____	
Total number served in most recent year: _____ <input type="checkbox"/> Actual or <input type="checkbox"/> Estimated	
Estimated percent of your clients with refugee status: _____	
Is your target population changing? ___ Yes ___ No	
Explain: _____	
Geographical area served: _____	

Mission and Programs

1. What is your organization's mission?
2. What are your core programs?
3. What are your organization's 3 greatest strengths? a) b) c)

Capacity Ratings – Please rate your organization (x) according to how well it performs in the following areas, then provide an explanation for your rating in the space allotted below the table.

	Excellent	Strong	Moderate	Needs Improving
Fund-raising, resource development				
Organizational leadership				
Strategic planning & action				
Management				
Accountability				

Capacity Questions – Please use the space below to provide an explanation for each rating that you assigned to your organization. This will aid in understanding what you believe your current capacity-building needs are as an organization. Please limit each explanation to 250 words or less).

Fund-raising, resource development.
Organizational leadership.
Strategic planning & action.
Management.
Accountability.

Summary – Each response should be 250 words or less. Be detailed and specific, cite examples.

In what capacity areas are you requesting help (select at least three), and why? What are your goals for building your capacity in these areas? Please be as specific as possible.

ECDC is seeking to join in partnership with MAAs to be as successful as possible in providing service. What evidence can you provide that your organization will translate ECDC capacity building TA into success for your clients? What has worked well for you in the past?

What past efforts have you made to improve your capacity, according to the definitions in the instructions?

What resources do you propose to bring to a TA partnership with ECDC?

What final words would you share on why your organization should be selected for the ECDC MITA initiative? What difference will this technical assistance make?

Professional References - Please provide us with three professional references and be sure to include contact information, phone and email address.

Name:	
Occupation:	Position:
Address (Mailing)	
Telephone:	Fax:
Website:	Email:
Number of years known or affiliated:	

Name:	
Occupation:	Position:
Address (Mailing)	
Telephone:	Fax:
Website:	Email:
Number of years known or affiliated:	

Name:	
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Address (Mailing)	
Telephone:	Fax:
Website:	Email:
Number of years known or affiliated:	

Finances

ECDC seeks to understand your current level of capacity. If available, please provide the following documents for review and consideration. All documents provided will be kept in strictest confidence. You may scan and email these documents or fax them to the above referenced fax number.

1. Fiscal year end Statement of Activities and Balance Sheet
2. Most recent year-to-date Statement of Activities and Balance Sheet, if different
3. Progress report on services provided, and clients served, for year end, and year-to-date.
4. Most recent 990.

Proposal Rating Criteria

Proposals will be rated according to the following criteria (please see table on Page 3). All decisions made by ECDC regarding selection will be final.

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Proposal Rating Criteria Chart

Section	Points
Organization <ul style="list-style-type: none"> • Meets eligibility criteria • Ethnic target populations served • Operates with Board of Directors and staff – provides a list and contact information of Board members • Provides three professional references 	15
Mission & Program <ul style="list-style-type: none"> • Mission in line with key audiences to be served • Core programs serve target populations • Shows demonstrated assets (strengths) 	10
Capacity Ratings <ul style="list-style-type: none"> • Clear articulation of capacity building needs • Clear explanation of what capacity organization currently brings to the TA effort 	25
Summary <ul style="list-style-type: none"> • Demonstration of commitment to capacity building • Show of how organization will partner with ECDC – what it brings to the table • Level of impact – good sense of what difference capacity building will make to the organization • Demonstrates capacity to utilize TA 	25
Finances <ul style="list-style-type: none"> • Financial information included – demonstrates sources of revenue and financial management • Financial Statements, Balance Sheets and relevant updates • Evidence of ability to serve clients and clients served • Ability to attract other resources (both cash and in-kind) 	25
Total Score Possible	100

Reminders –

Due Date: Friday, January 22, 2010, 5:00 PM EDT – no exceptions
 A complete application whether electronic or hard copy, includes answering every question, attaching the resource documents requested and a cover letter.