

Federation Tips on Attachment A

Label this document "Attachment A – Description of Programs and Services" Provide the following sections in your Attachment A:

Section One: Introduction

Begin your Attachment A with an overview of the work your organization does. You may describe how your organization came into existence and the kinds of service you have provided over the years.

Please include a brief explanation of how your organization helps people. Your group clearly focuses on serving children and their families, but make sure to tell us that. All applicants to the CFC must show that they contribute to human health and welfare, but you should not assume that the government reviewer will accept this without your stating it. So, tell us how you help people.

Section Two: Local Presence

- Tell us your physical address. This can be a free standing facility or an office in a larger building. It can even be space in a private residence dedicated to your organization.
- Tell us the hours of the week when you are available to serve the public. You must identify a minimum of 15 hours per week, year round.
- Tell us your phone number – the number through which the public can reach your organization.

Section Three: Services Provided in 2011

Tell us what your organization did in 2011. What were your major programs, whom did you help, how did you offer that help? Specify who, what, where, and when.

The more specificity you can offer, the more likely the government will accept your application. Tell us the number of children you helped, the number of families you worked with, the number of events you participated in, and more. Details of your work will be very helpful. Here are some examples:

- If you offered counseling, tell us about these services. What kinds of young people did you help – what were the challenges your helped them to overcome? How many young people did you help in 2011?
- If you educated people, tell us about the content you offered. How did you teach? Who did the teaching? Where did it occur? How many people participated as students? Focus on 2011.
- If you provided financial aid to young people and their families, tell us about the people you helped and about the support you offered in 2011.

For all of these activities, give us dates of when you provided the service. If you only know the week or month, that is fine. Give us that kind of detail. Tell us location as well when that is appropriate.

ADDITIONAL GOVERNMENT SUGGESTIONS FOR ATTACHMENT A

Applicants must include as **Attachment A** a schedule listing a detailed description of the real services, benefits, assistance, or program activities provided or conducted during 2011.

The Office of Personnel Management (OPM) does not require CFC applicants to use a standardized format for the schedule of services or benefits, but *will not accept publications or other documents in lieu of a schedule detailing this information.*

Examples of Qualifying Services or Benefits

Location	Date(s) of Service	Description of Service, Benefit, Assistance, or Program Activity
San Diego, CA	June 1-3, 2011	ABC Charity conducted a national conference on cancer research and treatment. ABC Charity staff made presentations on new research, provided advocacy training to attendees, and facilitated a discussion between policymakers and medical researchers. 120 healthcare industry professionals attended the three-day conference.
Florida	Calendar Year 2011 – scholarships awarded monthly	Charity International awarded scholarships to the following Florida high school students pursuing a degree in computer technology to attend the college or university of their choice: <ul style="list-style-type: none"> • A. Smith, Pensacola (\$1,800)

		<ul style="list-style-type: none"> • J. Doe, Ft. Lauderdale (\$5,000) • B. Callahan, Jacksonville (\$1,200) • D. Johnson, Tampa (\$800) • C. Jones, Ft. Myers (\$900)
Erie, PA	July 9, 2011	ABC Environmental Trust trained volunteers on the conservation of Erie County beaches. The two-hour training included presentations from the Department of Public Health, the Erie Community Fund, and the ABC Environmental Trust Executive Director, as well as the distribution of garbage bags, plastic gloves, and orange vests. Volunteers were assigned to one of ten locations where they reported to a coordinator and were given further instructions. The one-day conservation effort resulted in the collection of 250 pounds of garbage. 23 volunteers were trained and 10 miles of beaches were cleaned.

Applicants should avoid describing services or benefits in the manner listed below, as these common pitfalls make it more difficult for OPM to determine that services or benefits have been provided in a state or country in a given year.

Applicants should not:

- Generalize the nature of the activity. Generalized statements regarding the nature of the activity, standardized formats, repetitive text, and checklists can prevent the reviewer from determining what specific real services or benefits the applicant provided, and they detract from the credibility of the application.
- List services or benefits that were “offered.” Services and benefits are not considered provided or conducted unless they were received by the intended recipients or otherwise have an articulated impact.
- List services or benefits provided by affiliates. We must be able to determine from the application that services or benefits were provided by the applicant organization.
- List services or benefits provided by the recipient of the applicant’s services or benefits. For example, if organization A has provided a monetary grant to organization B, we will not accept services and benefits provided by organization B as a demonstration of organization A’s services or benefits.
- Claim dissemination of information and/or publications via the U.S. Postal Service, the internet, or a combination thereof as the only source of services or benefits.
- Claim services or benefits that consist mere distribution of standardized or mass-produced information to a passive audience, such as distribution of brochures, websites, or other publications when that is the only service or benefit.
- Claim fundraising activity as a service or benefit.
- Indicate the date of services as generally having been provided during the year immediately preceding the application year. Statements such as “since inception,” “ongoing,” “fiscal year 2009”, or “2010-2011,” that do not indicate the frequency with which the particular service or benefit was provided do not sufficiently specify when the activity occurred.

Examples of Non-Qualifying Services or Benefits in Attachment A.

Location	Date(s) of Service	Description of Service, Benefit, Assistance, or Program Activity
Portland, ME	August 10, 2011	XYZ Institute conducted a fundraiser at the Portland Independence Day celebration that raised \$22,000. 250 individuals contributed. <i>This example only describes a fundraising activity/event and does not identify an eligible real service, benefit, assistance, or program activity.</i>
Dallas, TX	December 2011	Charity Central worked on an ongoing basis with local vets to encourage spaying and neutering pets. <i>The nature of the activity is not clear. This example does not specify what the real service, benefit, assistance, or program activity was or how many people/pets were served.</i>
Florida	2010-2011 <i>This example does not specify when the activity(ies) actually occurred.</i>	Charity International awarded scholarships to the following Florida high school students pursuing a degree in computer technology to attend the college or university of their choice: <ul style="list-style-type: none"> • A. Smith, Pensacola (\$1,800) • J. Doe, Ft. Lauderdale (\$5,000) • B. Callahan, Jacksonville (\$1,200) • D. Johnson, Tampa (\$800) • C. Jones, Ft. Myers (\$900)