

# ADVICE ON PREPARING ATTACHMENT “A”

## GENERAL REMARKS

Attachment A supports your application by showing that you:

- provided specific services
- to a specific beneficiary or beneficiaries
- in a specific qualifying location
- in 2009.

You should, of course, tell us what your group’s goals are, but you do not need to prove that your work is important: We know it is. So, while we will ask that you provide context for your work (the problems you are addressing and the ways you are making a difference), the bulk of your Attachment A should be about the specifics noted above.

Attachment A does not have to be long: You may be able to complete this part of your application in one to three pages. If you feel you must go longer than that, this is also OK. We just don’t want you writing more than you must.

## TYPICAL FORMAT

We suggest that you begin with an **Introduction**. Orient the reader as to what you do and why you do it. Take one, two or three paragraphs to describe your charitable work in general terms, telling us:

- The problem(s) you are solving or the goal you are seeking to meet
- The actions you typically take to solve the problem(s) or reach the goal (programs, services)
- The people who typically benefit from your work

Next, we suggest you describe your **Local Presence**. Again, this text can be fairly brief – one or two paragraphs.

- Give us the address where you are located (where you do much of your work and where members of the public could meet with you if they wished to do so). Applicants must have an office or other facility that is open to the public for a minimum of 15 hours per week. The 15 hours do not have to be any special time or any special day.
- Your office/facility can be in a private residence or church or other location as long as it is dedicated to your group’s work. Your office/facility must be staffed for the 15 hours (though this can be handled by volunteers)
- Tell us the phone number that is dedicated to the work of the organization.

Finally, as the last portion of Attachment A, provide **Details on Your Work in 2009**. You may present this information as a narrative, a list, a table, a spreadsheet or a combination of these methods. Choose the format that allows you to present the essential specifics (who/what/when/where) most efficiently.

### Key Pointers:

- Describe activity in 2009. (The CFC is only interested in activity in this one year.) An example: We worked each Sunday with children at three churches to help them learn to read.
- Describe who benefited, providing figures if you can. An example: We provided warm clothing to 75 families in the metropolitan area.
- Give us some dates if you can. An example: We arranged for 15 teenagers to participate in a basketball camp from July 1 – July 15.

### A Word or Two of Warning:

- Do not simply describe your group's mission. An example of what would not work: We seek to help children learn to read. This is a good start, but we then need you to tell us what it is you did, how you did it, and whom you helped.
- Do not use general words or phrases that can leave the reader wondering what you, in fact, did. An example: We "participated in" or "collaborated with" such and such group. Phrases like these imply that you shared the task with others, but we cannot be sure what *you* did.
- Do not simply say your work is "ongoing." If it is, give some specific occasions when you provided the services. For example, it is not enough to say: We work with troubled teens in the inner city. Say more: We worked with 25 inner city teens each Saturday during July and August in 2009.

### **Some Further Don'ts and Do's**

#### ***Don't say:***

*We worked on an ongoing basis with local vets to encourage spaying and neutering pets. This describes your goal, not what you actually did. There is no date. This is not sufficient to qualify for the CFC.*

#### ***Instead say:***

*On July 3<sup>rd</sup>, 2009, during Our Town's Family Week, our staff and volunteers ran a contest for pets attended by about 300 people. We used the event as an occasion to hand out half-price coupons for spaying and neutering that we had persuaded six local veterinarians to accept. We handed out about 150 coupons, and the veterinarians reported that they honored 62 in the following 4 months.*

#### ***Don't say:***

*We provide sports opportunities to children in our county on an ongoing basis. No dates, no specifics, no admission to the CFC.*

#### ***Instead say:***

*Aug 3-8: Annual softball training camp in Ourltown. 210 children age 8-12 attended the camp, which focused on teaching basic skills and sportsmanship. During our annual season, which runs from May 1 through September 30, we organize 4 baseball games every Saturday for 10 teams in Our County. 150 children played on these*

*teams during 2009. Here follows a list of our 2009 schedule including dates, teams, and the locations at which games were played: [followed by the list].*

**Below is more advice prepared by the Combined Federal Campaign of the National Capital Area.**

## ***ATTACHMENT “A” PREPARATION***

### **Required Schedule of Services or Benefits.**

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 2009.

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.**

Each applicant’s schedule of activities will be evaluated on a case-by-case basis, and will consider a variety of factors, including but not limited to those set forth below. The factors set forth are not intended to be exhaustive, and organizations are encouraged to demonstrate their provision of services in any manner that is appropriate and that will allow the Local Federal Coordinating Committee to accurately determine that real services, benefits, assistance, or program activities were provided or conducted in particular local service area during 2009.

OPM recommends the schedule of each organization include the elements listed below under the heading “DO.” Applicants should avoid describing services or benefits in the manner listed below under the heading “DON’T,” as these common pitfalls make it more difficult to determine that services or benefits have been provided in a given year.

### **DO**

- **WHO.** Specify the type of **recipient(s)** of the services or benefits. **Indicate the number and type of individuals or organizations that received the services or benefits.** In cases where recipients are difficult to quantify, describe the target population.
- **WHAT.** Describe the services or benefits provided or conducted with detail and specificity. **Include the quantity, value, scope, and impact of the services or benefits.**
- **WHERE.** Indicate the **specific location(s)** where services or benefits were provided. For scholarships and grants, the location of the service or benefit is the beneficiary’s residence. For memorials, museums, and public recreation facilities, the location of the service or benefit is the location of the facility or its programs or activities. NOTE: Calls to a toll-free phone number does not substantiate local presence.

- **WHEN.** Provide the **specific dates** on which the services or benefits were provided or conducted.

## **DON'T**

- Generalize the nature of the activity. Generalized statements regarding the nature of the activity, standardized formats, repetitive text, and checklists can prevent the LFCC 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. LFCC 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, the LFCC 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 of 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,” “2008 to present,” or “2008-2009,” that do not indicate the frequency with which the particular service or benefit was provided do not sufficiently specify when the activity occurred.