

Case Statements

What they are:

- Case statements start as descriptions of the basic components most grant funders request.
- They are living documents where you can add additional information about a program to create a more comprehensive description of a program based on questions you have answered in previously written grant applications.

What they are not:

- Case statements are not a "generic" grant you can send out to all funders. Each grant needs to be tailored to each funder specific requests.
- While the case statement provides basic information about a program at the beginning, it can grow as more information is gathered, compiled, or written about a program.

Why write a case statement

Case statements are helpful if you ever need to write more than one grant to support a program. The case statement brings together in one document the most commonly asked questions on grant applications. Having this document before you write a grant can tell you if you have gathered most of the information you will need. Having this document when you write multiple grant applications allows you to not recreate the wheel each time you write a grant and reduces the time you may spend trying to remember or find the grant where you answered that question before.

All case statements should include the following components when first written:

- Organization History
- Problem Statement or Need for Program
- Program Description including goals, objectives, activities, timeline, and expected outcomes
- Program Evaluation
- Program Budget and Sustainability

The questions below will help you create these sections and a case statement for your program.

Organizational History:

1. What is the name of your organization?
2. When and where you founded?
3. Why were you founded? What need and geographic location did you serve initially?
4. If you have added additional services over time, tell why you changed or grew.
5. What is your mission?
6. Describe in 1-2 sentences the programs and services you provide
7. In the last calendar year, how many people did you serve?
8. Describe the population you serve in 1-4 sentences.

Problem Statement or Need for Program:

1. What bad or negative thing is currently happening (or happened previously) that your program addresses?
2. Prove that it is happening by providing statistics - national, state, county, town, and data from within your organization.
3. Provide a real-life example (with names changed) of a person served by your organization
4. Why is it happening?
5. Prove these are the causes using research or expert evidence.
6. Without your services or similar interventions, what are the long-term consequences for the population you serve?
7. Who else provides services to meet this need?
8. Why is this not adequate?

Program/Project Description:

1. What services do you provide? (Single summary sentence only)
2. What is the purpose or goal(s) of these services?
3. What is unique about these services?
4. What research supports that these activities will lead to the desired outcomes, lessening the immediate problem and/or long-term consequences?
5. Who do you serve? This will include ages, gender, race/ethnicity, geographic region,
6. Does this population have any unique characteristics? If yes, please describe.
7. If you enroll participants in your program, where do you receive referrals?
8. What outreach do you provide to tell the population about your services?
9. Describe the program: What services do staff provide?
10. What activities are required/optional by participants?
11. How long are participants in the program?
12. Do the activities happen in a certain order? Provide a timeline or schedule of a typical day.
13. What changes have occurred in terms of participant awareness, knowledge, attitudes, opinions, aspirations, motivations, or skills?

14. What are you expected measurable outcomes? (the measurable aspects of the goals)
SMART - Specific, Measurable, Achievable, Realistic, Timetable
- Specific - Who will do what?
 - Measurable - how many participants, what percentage will achieve, as measured by
 - Achievable - make sure you can achieve your outcome, if in question, drop by 5% or 5 fewer people, under promise, over perform
 - Realistic/Relevant - Does past history show that you can achieve this? What impact does this have on the individual moving toward the long-term?
 - Timetable - When will they achieve this objective? Is this in one year? The time they are in your program? Between enrollment and discharge?
15. Provide a real-life example of a person who was successful in your program.
16. What has been your success so far with this program (if applicable)?
17. Who works directly with the participants (title, education, licensure or qualifications, years and/or type of experience)?
18. What are their specific job responsibilities?
19. Who supervises these staff (title, education, licensure or qualifications, years and/or type of experience)?
20. What are their job responsibilities?
21. Do you have any volunteers? If so, how many? What do they do, and what are their qualifications?
22. Do you collaborate with anyone or any other organizations on this project? If so, who are they? What do they provide to the project? What are their qualifications?

Evaluation:

First paragraph

1. What tools will you use to measure the outcomes?
2. Who will collect the data for the outcomes?
3. Where will the data be recorded?
4. How will the data be used to improve the program?

Logic Model

Goals	Objectives	Activities	Who Responsible	Time Frame	Outputs	Short Term Outcomes	Long Term Outcomes

Budget:

Income				
Category	Description	Secured/ Pending		Total
<u>Fees for Service/ Admission</u>				
<u>Foundations</u>				
<u>Corporations</u>				
<u>Government</u>				
<u>Individual Donations</u>				
<u>Special Events</u>				
<u>Interest/Investments</u>				
<u>Other Revenue</u>				
<u>In-Kind</u>				
Total Income				
Expenses				
Item	Description	Cost per unit	Quantity	Total Cost
<u>Salaries</u>				
<u>Benefits/Payroll Taxes</u>				
<u>Equipment</u>				
<u>Supplies</u>				
<u>Contractual</u>				
<u>Occupancy</u>				
<u>Construction</u>				
<u>Professional Fees</u>				
<u>Training/Staff Devel.</u>				
<u>Marketing</u>				
<u>Travel/Vehicle Expen.</u>				
<u>General Overhead</u>				
<u>Other</u>				
Total Expenses				

1. Explain how the costs listed in the budget chart related to the program activities.

2. How will you sustain the project?