

PROPOSAL SUMMARY - REVISED

Virginia Department of Social Services; 801 East Main Street; Richmond, Virginia 23219-2901

Sub-grant Program:	TANF Funding Pool		
Applicant Name:			
Mailing Address: Physical Location: (if different from mailing address)			
Project Title:			
TANF Purpose (check one only)	<input type="checkbox"/> Purpose 2* <input type="checkbox"/> Purpose 3 <input type="checkbox"/> Purpose 4 * For TANF Purpose 2, must receive TANF or be "at risk" of becoming TANF Eligible (have a child and income less than 200% of poverty for family size)		
Project Focus Areas: (check primary focus area only and show total, unduplicated number of individuals and/or families to be served.)	<input type="checkbox"/> Employment <input type="checkbox"/> Education/Training <input type="checkbox"/> Marriage <input type="checkbox"/> Healthy Parent/Child Relationships <input type="checkbox"/> Prevention of Out-of-Wedlock Pregnancies	<input type="text"/> Families (# served) <input type="text"/> Individuals (# served)	
Target Groups: (check each target group that will be served)	TANF Recipients: <input type="text"/> Individuals <input type="text"/> Families Former TANF Recipients: <input type="text"/> Individuals <input type="text"/> Families At risk of becoming TANF Eligible: <input type="text"/> Individuals <input type="text"/> Families Other Fragile Individuals/Families: <input type="text"/> Individuals <input type="text"/> Families At risk of out-of-wedlock birth: <input type="text"/> Individuals <input type="text"/> Families		
Sub-grant Period:	July 1, 2012 – June 30, 2013		
Type of Proposal / Application:	<input checked="" type="checkbox"/> New	Proposal / Application Performance-Based:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Primary Contact Project Administrator Finance Officer			
Name:			
Title:			
Address:			
Phone:			
Fax:			
E-mail:			
Signatures: (Required)			
Proposal Budget Summary			
VDSS Funds Requested	Other Funding, if any	Grand Total	
\$	\$	\$	

PROPOSAL SUMMARY - REVISED

APPLICANT NAME:

GEOGRAPHIC SERVICE AREA(S):

Definitions for use when completing Attachment A – Proposal Summary
--

Authorized Organization Representatives: Since the management structure of each applicant's organization is unique, the following are the general guidelines and definitions to use when completing the Proposal Summary:

1. **The Primary Contact** is generally the person responsible for the overall grant administration and compliance with grant guidelines; could be the designated Project Director, organization's Executive Director, CEO, etc. Having the Director sign off on the financial and project progress reports would be appropriate, but may not be practical in some organizations. The Director should be kept up to date on both the financial and project progress since this is the person VDSS holds accountable for the grant.
2. **The Project Administrator** is responsible for the day-to-day management and implementation of the grant project; this person may actually run the project or may supervise a project assistant or coordinator who is doing the hands-on work. If the Project Administrator prepares the Quarterly Progress Report, then the Director should be the one to review and sign the report. If a project assistant or coordinator prepares the report, then it would be appropriate to have the Project Administrator (or Director) review and sign the report.
3. **Finance Officer** is the organization's designated financial officer or grants officer who is responsible for tracking grant expenses and ensuring financial compliance with the grant guidelines. Generally, the designated Finance Officer should be the one to approve the "Quarterly Finance Report and Reimbursement Invoice" even if the preparation of the report is delegated to another staff member within the Finance Office. The Finance Report form requests the name and phone number of the person preparing the report in case there are questions about the expenses or supporting documentation submitted.