

## **Presentation Guidelines for CDBG Public Service Applicants**

As part of the 2011-12 CDBG allocation process applicants will be asked to give a 5-7 minute presentation before the CDBG Advisory Committee regarding the specifics of their proposal for funding. All presentations will be scheduled to take place around the third week of January, 2011. All applicants should be prepared in advanced to have a representative of their agency available to present to the Advisory Committee during this time frame. Applicants will be notified as soon as possible after the application deadline of their presentation time. Both the presentations and the applications will be evaluated and scored by the CDBG Advisory Committee who will then make a recommendation for funding to the City Council. Part of the scoring of the projects will be based on information provided in the presentation.

The presentation should supplement, not restate, the submitted application. The presentation should focus on providing the following:

1. Agency name, presenter's name and presenter's role with the Agency
2. Project name
3. Description of how this project is important to Independence
4. **Explanation/quantification of the need to be addressed. If the project/program has received CDBG funding in the past, provide an explanation of any increased need or changes/improvements to the scope of service that will be provided.**
5. Explanation of how lives are changed by the service your organization provides, or will provide, with this project
6. **Description of agency's efforts to work cooperatively with other service providers to address identified need**
7. If the service provided by the project is a "Band-Aid" treatment to a cyclical need, describe what is needed to break this cycle and the plans of your organization to work towards this end.

**(Note: the bolded items above will be of specific interest to the Committee and should absolutely be addressed.)**

The following should be assumed:

1. The advisory committee has reviewed your application.
2. Community Development Staff are only acting in an advisory capacity
3. The advisory committee will be familiar with MACLINK
4. Members on the advisory committee are decision makers in the community and that this will be an opportunity to share information that may not be readily available to the public.
5. Receiving funding in previous years does not guarantee continued funding. Committee members will have historical funding information.