

City of Winchester
Outside Agency Funding Request
Tip Sheet

BE CONCISE.

Specific request: State what you want, e.g., the dollar amount

Q5: Asks for a gap analysis—What problem are you trying to solve? Where is the community now? What is the state of affairs you intend to produce? (Where do we want to be?) and What do you do that fills that gap? Completing the following statements may be helpful in clarifying your responses. You should be able to state the purpose in a few clear, concise sentences.

In order to ___(do this)_____, _(who/what)_ needs to ___(do what)_____.

What is missing is _____.

We fill this gap by ___(doing what)_____.

Q6: Explicitly state the connection between what you do and how that meets the need(s) discussed in Q1. Do not just state what your agency does.

Q7: How do you know what you are doing is effective? What is the evidence it works?

Q9: Why should the City fund this? The value of your program in general is not the issue. The question is why does the City have a responsibility to provide funding for this? The City cannot provide funding to all agencies, so what is the justification for providing funding in this case?

Q10: What will you do if you do not receive the funding? What will the community lose?

Q13: Make sure that the outcomes/goals relate to the purpose statement in Q1. What/who will be different as a result of your program and how will you measure the difference?