



Benchmark Request

Center of North America Coalition for Rural Development

<p>Project Information</p> <p>Title _____</p> <p>Location _____</p>	<p>Request</p> <p><input type="checkbox"/> Endorsement Only</p> <p><input type="checkbox"/> Funding Request</p> <p>_____ Days to Obligate</p>
<p>Contact Information</p> <p>Project Leader _____ Phone _____</p> <p>Mailing Address _____ Fax _____</p> <p>_____ E-Mail _____</p>	
<p>Goal and Objective (As written in the CONAC Strategic Plan)</p> <p>Goal(s) _____</p> <p>_____</p> <p>Objective(s) _____</p> <p>_____</p>	
<p>Project Description (Up to five additional pages of project narrative may be attached if needed)</p> 	
<p>Benchmark Information</p> <p>Indicator _____</p> <p>Source of Data _____</p> <p>Baseline _____</p> <p>Target _____</p> <p style="text-align: right; font-size: small;"><i>An indicator is a unit of measurement from which to gauge the relative success of a project. For example: jobs created, businesses started, research data, etc.</i></p>	
<p>Administrative Information (Do not complete, for administrative use only)</p> <p>Date Reviewed _____ Funding Amount _____</p> <p>Project Number _____ USDA Concurrence _____</p> <p>Strategic Plan Reference _____</p> <p>CONAC Funding Designation _____</p> <p>_____</p> <p>CONAC Representative (Name and Title) _____</p>	<p>Action Taken</p> <p><input type="checkbox"/> Endorsed</p> <p><input type="checkbox"/> Contingent</p> <p><input type="checkbox"/> More Info Required</p> <p><input type="checkbox"/> Denied</p> <p><input type="checkbox"/> Tabled</p> <p><input type="checkbox"/> Referred to: _____</p>

Actions to be Completed

Task/Project	Task Leader	Timeline m/d/y - m/d/y	Budget
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Budget Information

Source of Funds (Program)	Use of Funds	Received	Requested
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Funds

In-Kind or Technical Resources

Source/Partner/Volunteer	Description of Assistance	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____

Additional Information

Project Applicant

I hereby certify that the information in this request is true and correct to the best of my knowledge, and I further agree that the project is compatible with the CONAC Strategic Plan, and will be implemented according to CONAC guidelines.

 Name Title Date



Instructions

Project Information Block:

Title – Descriptive title of the proposed project under consideration.

Location – Physical location where a majority of the benefits or impact from the proposed project will take place (i.e. city or county).

Request Block:

Endorsement Only – check this box if you are requesting the project to be endorsed by CONAC for funding consideration from another federal, state or regional program and not requesting funds from CONAC resources. This can include the CONAC Angel fund and the REAP Revolving Loan Fund.

Funding Request – check this box if you are requesting funds directly under the control and discretion of the CONAC Board.

Days to Obligate – estimate the number of days from the date of approval of the proposed project that funds will be needed. (This may be adjusted at the discretion of the CONAC Board but may not exceed 360 days.)

Contact Information Block:

All information in this block should relate to the one person who will be directly responsible for implementing the proposed project.

Goal and Objective Block:

The proposed project must relate to or be able to accomplish the goals and objectives listed in the CONAC Strategic Plan. Please reference at least one goal and one objective in this block. For further assistance with this item please contact your Regional Council or review the CONAC Strategic Plan at the following web address:

<http://reapmatters.com/CONAC> Click on the Board Book, page 5.

Project Description:

Please provide a narrative of the proposed project that describes the anticipated actions, results and benefits. If needed, additional pages can be attached, but please try to limit any narrative, documentation or support information to five pages.

Benchmark Information Block:

Indicator – An indicator is a unit of measurement from which to gauge the relative success of a project. For example; jobs created, businesses started, research data, etc.

Source of Data – The source of the data used to measure the indicator may be generated by the applicant or from an outside entity or the source may be published information or statistics.

Baseline – This is the starting point of measurement for the indicator (before the proposed project starts).

Target – By successfully implementing the proposed project this is the intended goal or result of the indicator.

Administrative Information:

This block is used by CONAC officials for administrative purposes, do not complete the information listed. The only item in this block that may be obtained by the applicant would be the CONAC Representative signature. This signature may be one of the CONAC Board members or a representative of a Regional Council. If the applicant is not able to obtain this signature submit the Benchmark Request, and it will be obtained by the Regional Council.

Actions to be Completed:

Task/Project – identifies each specific action necessary to accomplish the proposed project (listed chronologically).

Task Leader – identify one individual, resource or agency responsible for completing the task/project.

Timeline – include the anticipated month and year for beginning and ending of a specific task/project.

Budget – estimate the financial resources needed to complete a specific task/project.

Budget Information:

Source of Funds (Program) – identify all sources of funds needed to complete the proposed project by origin (for example, personal resources, private investors, financial institutions, public agencies, or community resources). If it is a specific program from a public agency identify that program by name.

Use of Funds – a short description of how funds from each individual resource will be utilized or invested and how they are designated (i.e. gift, grant, loan, equity, etc.)

Received – list funds that have been secured or approved from each individual resource.

Requested – list funds from each individual resource that are pending approval or yet to applied for but are needed to complete the proposed project.

In-Kind or Technical Resources:

Source/Partner/Volunteer – identify, if any, other potential resources, assets, partners, agencies or individuals that have or will aid in the development of the proposed project without remuneration.

Description of Assistance – a short description of the aid may include items such as; donations of time, materials, space, technical assistance or volunteer resources.

Amount – estimate the monetary value of this assistance.

Additional Information:

This optional block is for the applicant to provide any further information deemed necessary for the CONAC Board to render a decision on the proposed project.

Project Applicant:

Signature, title and date of an individual with the authority to act on behalf of the applicant.

Submission: Benchmark applications must be submitted by the first day of each month to a CONAC Board member or the North Central Planning Council for consideration at CONAC's monthly meeting. The Benchmark application must be on the form provided. It can be submitted electronically to ncpc@goNDTC.com with an original signed copy delivered prior to consideration by the CONAC Board.