A-G.U.I.D.E.
Nonprofit Partner Logic Model
INSTRUCTIONS

Simply put, a Logic Model is a graphic presentation to demonstrate how program/project activities deliver immediate products and services (outputs), which result in shorter term benefits or changes (outcomes), which in the long term address Overall Needs identified in the Delray Beach Community Redevelopment Agency Plan (impacts). Frequently developed for the purpose of evaluation, a logic model is also a valuable tool for planning and implementing projects and programs. ***Developing the Logic Model is a good first step in preparing an Application for Funding as it encourages focused consideration of the purpose, anticipated results, and required resources of a project or program.***

The Delray Beach CRA Logic Model format incorporates the following sequence of components:

Activities ➔ Outputs ➔ Outcomes ➔ Impacts ➔ Goal

These instructions are intended to provide specific guidelines and definitions of terms relative to the Delray Beach CRA Logic Model only. Organizations with limited knowledge of or experience with logic models are advised to obtain training and/or assistance.

An Evaluation Plan will also be required so that together with Logic Model the applicant organization may clearly describe what activities it proposes to implement in order to accomplish specified results and how progress will be measured. Refer to separate Evaluation Plan and instructions.

A separate Logic Model must be prepared for each of up to two programs/projects for which funding is requested; identify each as Program/Project "A" or "B" consistent with other application materials. To be eligible for funding, programs/projects must be consistent with the ***kinds of activities the CRA funds*** as shown on the CRA Funding Framework (included in the A-GUIDE).

1. Rename the file in this format: "Logic Model (A or B), Organization Name, Due Date.doc"
2. Enter Logic Model A/B, the organization name, Fiscal Year, and application due date in the footer *(if using Microsoft Word Format).*
3. Mark Program/Project "A" or "B" with an "X" in the document title.
4. Complete the organization information:
   - Organization – legal name of organization
   - Contact Person – person responsible for preparing the Logic Model
   - Program/Project Name
   - Funding Period – fiscal year or part for which CRA funding is requested
   - Organization Budget – total organization budget amount for the fiscal year of funding request
   - Program/Project Budget – total program/project budget
   - Request – dollar amount of request to CRA; part or all of Program/Project Budget
   - CRA Need Area – one of three Overall Needs in the CRA Funding Framework: ***"Affordable Housing"***, ***"Economic/Business Development"***, ***"Recreation & Cultural Facilities"***
   - Brief Description – concise description of the program/project; maximum 250 words

5. Fill in the Logic Model. ***You may add or delete rows and space as needed to organize the information and make the relationship between components clear ((if using Microsoft Word Format).***

The Logic Model should visually demonstrate how program/project activities (Key Activities) deliver immediate products and services (Outputs), which result in shorter term benefits or changes (Outcomes), which in the long term address Overall Needs identified in the Delray Beach Community Redevelopment Agency Plan (Impacts).

Goal	"Big picture" or eventual project/program goal as it relates to the mission and vision of the organization and CRA overall needs and desired impacts; maximum 150 words
Key Activities	• Specific actions, pursuits, processes, procedures, methods carried out to provide services or other deliverables of the program/project; the work the organization will do to accomplish the Outcomes and Impacts • Describe Key Activities for which funding is requested and others as necessary to give a picture of how the program/project will operate but it is not necessary to give a detailed picture of every aspect of the program/project • Three to six Key Activities, if well written, should be adequate • Use a separate row for each Key Activity and number each one, beginning with 1.
Outputs	• Immediate, direct deliverables or consequences of Key Activities, usually described numerically, e.g., number of participants, products, productions, units, hours, tickets, audience members, houses, etc. • Outputs reflect only a "count" of process or activity deliverables and do not indicate any resulting benefit or change • Each Key Activity may generate more than one Output • Letter each output to correspond with a key activity, e.g., "1a,""1b," "2a," etc.
Outcomes	• Measurable changes or benefits that occur for individuals, families, organizations, or the community ***as a result of program/project outputs*** • Must be in alignment with desired ***"shorter-term outcomes"*** defined in the CRA Funding Framework • Outcomes do not have to match one-for-one with each output and may in fact result from more than one output • It is not necessary to number/letter the outcomes • Achievement of outcomes should demonstrate progress towards impacts
Impacts	• Eventual system-wide or global affect on individuals, families, organizations, and/or the community as a result of project/program outputs and outcomes • Must be in alignment with desired ***"long-term impacts"*** defined in the CRA Funding Framework • It is not necessary for Impacts to match one-for-one with Outputs/Outcomes; Impacts may in fact result from several Outputs/Outcomes