

## Documents Needed List

### 1. Senior Center Profile

Senior Center Profile: Applicant will provide:

In 500 words or less create a visual image of the senior center including location in state, demographics of the community, facility, staffing and programming.

Include in description:

- Community Context (is the center found in an urban, rural, suburban setting?)
- Participant demographics
- Size of membership, average daily attendance
- Primary funding sources
- Community partnerships (list a few of your main partners (show 5 min..))
- Administrative structure (private, non-profit, operated by municipality)
- Number of years in operation
- Staffing Description including volunteers, student interns, senior aides
- Diversity

### 2. Mission Statement:

- Mission statement
- List who reviewed and developed the mission
- Include date that mission was reviewed and approved by COA Board

### 3. Vision Statement:

- Vision statement
- List who reviewed and developed the vision statement
- Include date that mission was reviewed and approved by COA Board

### 4. Action Plan

- Involve staff, community partners, government, board, constituents
- Complete SWOT analysis or similar analysis
- Develop Broad Goals
- Develop one year action plan.
- Documentation of process as narrative
- Submit written plan

### 5. Strategic Partners

- List of strategic partners

## 6. Community Connections

- Document two ways that programs are currently marketed
- Completing marketing planning document in MCOA marketing binder

## 7. HR & Administration

- Resume of Administrator/Director
- Job Description for paid staff (include samples of what should be included in a job description)
- Organizational chart
- Write a narrative on how you recruit, retain and evaluate volunteers

## 8. Program Development

- List of Services
- Hours of operation
- There is not a minimum number of hours of service required to be open.
- Highlight program you are most proud of or is especially significant. Include these items:
  - Please describe your program in 250 words or less.
  - Include narrative of why this program is especially significant. 100 words or less.
  - What are the outcomes of this program? (How did your participants benefit? How did your organization benefit?)
  - What were the tools, observable measures or indicators that you used to measure the success of the program?
  - Number of Staff/Volunteers required to run program.
  - Expenses:
  - Revenue:
  - Net Profit or Loss:
- Describe a program that you discontinued. Describe why and include lessons learned (100 word limit)

## 9. Evaluation plan

- Provide a list of evaluation tools, i.e., survey focus groups, etc.
- Write a narrative about two programs that are evaluated and the evaluation tool used.

## 10. Fiscal:

- Senior Center budget
- Annual Report
- Disaster Recovery Plan