

## **Federation Advice on Attachment A**

- 1.** Label this part of your application, “Attachment A – Description of Programs and Services in 15 States and/or Another Country.”
- 2.** The government requires that you describe your organization’s work in the United States or overseas during 2006, 2007, and 2008. If you have not been active for all three years, you can still qualify if you provided services in 2008. Contact us and we will advise you.
- 3.** We recommend that you begin Attachment A with an Introduction – a page describing your organization’s mission and the general scope of your multi-state and/or foreign services. Assume that the government reviewer knows nothing about you and provide the context within which the specific entries in the state-by-state or country listing will make sense.

Include enough information to convey the range and substance of your work without getting long-winded. You may briefly mention your members, publications, amicus curiae briefs, and other non-qualifying details that aren’t suitable for the state-by-state or country listing if these activities help create a picture of a substantial national or international presence.

- 4.** Follow your introduction with a listing of your programs and services. The government prefers that you organize this information by state and country because it makes it easier for their reviewers to find and count the fifteen states or one other country required. But if it is clearly more sensible to organize this part of your application by year, that is acceptable. Just make sure to **HIGHLIGHT** and **NUMBER** each new state and country (taking care not to count the same state or country twice if it appears in more than one year).

If your organization has offices in multiple states or countries, we recommend you describe their location and work, by state or country. Include information about the people served.

If your organization provides financial assistance to people or other organizations in multiple states or countries, we recommend you describe this, including the nature and amount of the financial assistance, and the persons or groups benefiting. Financial assistance can be grants, scholarships, fellowships, below market loans, or some other financial transfer.

If your organization’s staff or volunteer leadership spends time in other states or countries providing a service on behalf of your group, tell us who went where, when, and who was served.

If your organization lends items of unusual value (e.g., a museum lends parts of its collections) to other organizations in other states or countries, tell us what traveled, when it traveled, where it went, and who benefited.

5. List all states in which you provide programs and services, even if the number goes over fifteen – in case the government reviewer rejects one or more of your states. Try to include more than one qualifying example for each state so you will have some back-up should the government reviewer reject any specific activity. The government suggests you use a table or schedule. Here is an example:

WHERE			WHO/WHAT/HOW	FOR WHOM	WHEN	
State # of 15	State	Location	Who provided what service?	Beneficiaries	Date	Year
1	CA	Sacramento women's clinic	Staff presented volunteer training on healthcare advocacy issue (specify)	100 individuals from northern California	Jun 1	2006
	CA	San Francisco annual meeting	Two days of lectures, panels, workshops and discussion groups on women's healthcare issues	160 health-care administrators from around the US	Sep 12-14	2007
2	CO	University of Colorado	Staff present at Health and Wellness Fair to distribute information and answer questions from students	Students at University of Colorado	Jan 22	2008

**TIP:** Use Excel to create these schedules if at all possible. Reorganizing a schedule is the most common way of improving it, and Excel's features can be an enormous time-saver. Having a separate Excel column for year will make it easier to re-use the document next year when the oldest year has to drop off.

6. However you choose to describe your organization's work, keep in mind that the goal is to provide enough detail so that the reviewer can be comfortable that you have indeed been active in 15 states or another country during 2006-08. It is difficult to advise in the abstract exactly how much information and detail any applicant should offer. One of the reasons we ask you to submit material ahead of our deadline is to allow us time to advise if we believe more information is needed or if the information should be formatted in a different way.

**TIP:** Specify dates (not just months) wherever possible for each service listed.

As always, please feel free to call with any questions.