<table>
<thead>
<tr>
<th>Name of Location:</th>
<th>Federal ID#:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counties Served:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>County:</td>
<td></td>
</tr>
<tr>
<td>Office Number:</td>
<td>Email:</td>
</tr>
<tr>
<td>Website:</td>
<td></td>
</tr>
</tbody>
</table>

**Authorized signatory:**

<table>
<thead>
<tr>
<th>Name/Title:</th>
<th>Email:</th>
<th>Phone:</th>
</tr>
</thead>
</table>

**Contact Person:**

<table>
<thead>
<tr>
<th>Name/Title:</th>
<th>Email:</th>
<th>Phone:</th>
</tr>
</thead>
</table>

Is the above contact person administratively responsible for the project?

If no:

<table>
<thead>
<tr>
<th>Name/Title:</th>
<th>Email:</th>
<th>Phone:</th>
</tr>
</thead>
</table>

**Partner Organizations:**

1. 
2. 
3. 
4. 

**Location Type:**

- Aging Service Provider
- Adult Day Care Center
- Alzheimer's Organization
- Area Agency on Aging
- Caregiver Resource Center
- College or University
- Community Center
- Family Service Agency
- Home Health Care Agency
- Senior Center
- Long Term Care Facility
- Public Agency
- Religious Organization/Church
- School District / Private
- Nonprofit organization
- Other (specify):

**Type(s) of Service Currently Provided:**

- In-Home Respite
- Overnight Respite
- Other: Group Respite
- Education Program
- N/A

**If group respite program, type of facility in which respite will be housed:**

- Church/Synagogue
- Community Center
- Day Care Center
- Senior Center
- Public/Private School
- Long Term Care Facility
- N/A
- Other:

**Geographic Location of Program Site:**

- Rural
- Urban
- Suburban
- Small Community
### RESPIE BREAKROOM PROJECT

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you reviewed the Respite Breakroom “How-to Guide”?</td>
<td></td>
</tr>
<tr>
<td>Does your location have interested volunteers currently?</td>
<td></td>
</tr>
<tr>
<td>Has the budget been reviewed to support the long-term stability of this project?</td>
<td></td>
</tr>
<tr>
<td>How can the SC Respite Coalition best support your Breakroom project?</td>
<td></td>
</tr>
</tbody>
</table>

Any questions, comments, or concerns?

### Project Description:

Please describe the identified need for a respite Breakroom and how this project will serve your community. Include specific groups intended to serve (ie: children, adults, dementia, autism, etc.), how the project is intended to operate and any community data/statistics. How will this project be implemented and what (if any) are your partner’s roles?
**Objectives:** Objectives are specific, expected results of the project. The objectives must be described in terms of measurable events that can be realistically expected under time constraints and resources. For example, a Project Objective may be to serve ten people each week. The measurable event (performance indicator) would then be the number of people in attendance documented through use of a roster. Provide no more than five objectives. *(please note the specifics for the indicated measurables are in the next section).*

**Performance Indicators:** Based upon your objectives, indicate how each one will be measured. Performance Indicators are activities that evaluate and document your project as to whether each activity was successful. For example, if you wanted to track the hours of operation of the Breakroom, a Performance Indicator would be a document created and utilized to record the dates and hours each time the Breakroom was in use during the project period.