**PROPOSAL COVER SHEET, PART I**

(If legible, you may hand write this part of the proposal)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lead Agency Name:

Street Address:

City: State:

Zip Code: Main Phone:

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Project Name:

Project Description (one-liner):

Project Site Address (if different):

City: State: Zip Code:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Director:

Phone: Email:

Primary Contact Person (if different):

Phone: Email:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Residential Development:

Date of Entitlement:

Professional Organization Name (if applicable):

Total Grant Request: $

Total Project Cost: $

Total FY 2019 or FY 2020 Agency Budget: $

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I certify that the information provided in this proposal is true.

|  |  |
| --- | --- |
| Signature of Executive Director | Date |

**PROPOSAL COVER SHEET, PART II**

(If legible, you may hand write this part of the proposal)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Neighborhood Group Name (if different):

Street Address:

City: State:

Zip Code: Main Phone:

Executive Director:

Phone: Email:

Primary Contact Person (if different):

Phone: Email:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I certify that the information provided in this proposal is true.

|  |  |
| --- | --- |
| Signature of Executive Director | Date |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Residential Developer Name:

Street Address:

City: State:

Zip Code: Main Phone:

Executive Director:

Phone: Email:

Primary Contact Person (if different):

Phone: Email:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I certify that the information provided in this proposal is true.

|  |  |
| --- | --- |
| Signature of Executive Director | Date |

**BOARD OF DIRECTORS**

(If legible, you may hand write this part of the proposal)

You should have a Board of Directors with at least 7 members. We encourage representation from low-income residents and neighborhoods.

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|  |  |  |  |
| --- | --- | --- | --- |
| Name | Years on Board | Home Neighborhood | Job or Relevant Experience |
|  |  |  |  |
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**PROPOSAL NARRATIVE**

(Must not exceed 6 pages)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Planning Process Design (worth up to 40 points)**

* Describe your planning process, including activities and your goals and vision.
* How will your plan help put in place future capital and public space improvement projects? Reference our Complete Neighborhoods project priorities in your response.
* How will your plan help foster connections between developers, residents, businesses and community organizations?
* How will neighborhood residents take part in your planning process?
* Use the following table to present your scope of work and timeline.

|  |  |  |
| --- | --- | --- |
| Activity | Start Date | End Date |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Organizational Capacity and Budget (worth up to 30 points)**

* Complete a Project Budget Worksheet. Include budget items for both your grant proposal and your entire planning process.
* Describe your budget. Include descriptions of other funding sources and in-kind contributions. For pending sources, provide a timeline for securing those funds.
* Describe the individuals who will administer your planning process, including their names, organizations, job titles and experience. If you are already collaborating with a team of professional organizations and service providers, such as planners, architects, landscape architects, and engineers, name the team members and describe each of their professional qualifications and experience with similar projects.

1. **Background and Need (worth up to 20 points)**

* Describe the need for your planning process.
* How will your process meet this need?

1. **Evaluation (worth up to 10 points)**

* What outcomes would you use to measure your success?
* Describe how you will evaluate the impact of your planning process.

**TOTAL SCORE ASSIGNED BY REVIEWERS: \_\_\_\_ out of 100**