**PROPOSAL COVER SHEET**

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

Agency Name:

Street Address:

City:

State: Zip Code:

Main Phone: Fax:

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Project Name:

Project Description (one-liner):

Project Street Address (if different):

City:

State: Zip Code:

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Executive Director:

Phone: Email:

Primary Contact Person (if different):

Phone: Email:

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

Grant Applying for:

Total Proposal Request (may not exceed Maximum Grant Amount): $

Total FY 2019-20 Agency Budget: $

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

|  |  |
| --- | --- |
| Signature | Date |

**BOARD OF DIRECTORS**

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

Please list your Board of Directors below and complete all of the requested fields. A Board of Directors Resume is an acceptable alternative.

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| --- | --- | --- |
| Name | Years on Board | Job or Relevant Experience |
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**SMALL SITES CAPACITY BUILDING GRANTS**

**PROPOSAL NARRATIVE**

(Must not exceed 6 pages)

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1. **Project Design (worth up to 40 points)**
* Describe your project, including activities and your goals and vision.
* Describe how your proposal will plan to address the activities described in the 2019 SSP NOFA for your grant area.
* Please provide a project timeline that includes key milestones.
1. **Organizational Capacity and Budget (worth up to 30 points)**
* Complete a Project Budget Worksheet, including budget items for both your grant proposal and your project.
* Describe the budget for your project.
* Describe the individuals who will administer your project, including their names, job titles and experience. Please include consultants as well. Include individuals in supervisory and/or oversight roles. Submitting resumes is an acceptable alternative.
* If submitting a joint application, please provide a narrative or visual description of the roles and responsibilities of each organization
* Is your proposal a supplement or an addition to an existing project or program?
1. **Background and Need (worth up to 20 points)**
* In 1-3 paragraphs, describe the need for your project, and the intended outcomes you hope to achieve.
1. **Evaluation (worth up to 10 points)**
* Describe who will benefit from your project. Include the number of people and/or groups you anticipate serving.
* What outcomes would you use to measure your project’s success?
* Describe your experience tracking and reporting data for funders.

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