**PROPOSAL COVER SHEET**

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

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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:

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Grant Applying for:

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

Total FY 2019 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)

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)

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1. **Background and Need (worth up to 30 points)**
* Describe the need for your project.
* Have you pursued or used other resources over the last 24 months to address this need? If so, what were the results?
1. **Project Design (worth up to 30 points)**
* Describe your project, including activities and your goals and vision.
* Describe how your project will enhance your impact on the vulnerable residents you serve.
* How will your organization sustain the impact of a successful project?
* When will your project start? When will it finish?
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, especially any unique or substantial budget items reviewers should understand.
* Describe the individuals who will administer or engage with your project, including organization staff, community partners and consultants. Provide their names, organizational affiliation, job titles and experience.
* How will the proposed activities accommodate their respective schedules and responsibilities?
* Is your proposal a supplement or an addition to an existing project? If so, describe how your proposal will expand or enhance your existing work.
1. **Evaluation (worth up to 10 points)**
* What outcomes would you use to measure your project’s success?

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