**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:

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

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)

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

1. **Project Design (worth up to 40 points)**
* Describe your activities, including your goals and partners. Reference the Eligible Activities described in this RFP, starting on page 3.
* Provide an implementation timeline for your activities.
1. **Organizational Capacity and Budget (worth up to 30 points)**
* Complete a Project Budget Worksheet, including budget items for both your grant proposal and the District (i.e. “the Project”).
* Describe the budget for your grant proposal.
* Describe the individuals who will administer your activities, including their names, job titles and experience. Include individuals in supervisory and/or oversight roles.
1. **Background and Need (worth up to 20 points)**
* Describe the need for your activities.
1. **Evaluation (worth up to 10 points)**
* Describe who will benefit from your activities.
* What outcomes would you use to measure the success of each activity?

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