

**OUTREACH GLOBAL GROUP – STOP COVID-19 IN OUR COMMUNITY  
PROJECT FUNDING APPLICATION  
COHORT IV – YEAR 2023**

<b>Outreach Global Group – Stop COVID-19 in Our Community Project Funding Application Proposal Cover Sheet</b>	
<b>Agency/Organization Name:</b>	
<b>Project Title:</b>	
<b>Address:</b>	
<b>Contact Person:</b>	
<b>Telephone(s):</b>	
<b>Email:</b>	
<b>Website:</b>	
<b>Project Focus:</b>	
<b>Project Goal(s):</b>	
<b>Project Outreach:</b>	
<b>Project Staff:</b>	
<b>Project Duration:</b>	
<b>Total Amount Requested:</b>	
<b>Other:</b>	

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**Summary:** Note: *In 150 words or less using font size 12 and Times New Roman, provide a summary description of the proposed project in the space below.*

## **Section 1: Program Component**

### **I. Project Overview**

#### **A. Description of the City/Town and Focus Community**

*Note: In 600 words or less using font size 12 and Times New Roman, describe the environment or location of the project by referencing the city/town and focus community within the area. Provide, for example, demographics, including population size, racial/ ethnic composition, and income levels. Are there socioeconomic inequalities?*

#### **B. Problem Statement**

*Note: In 600 words or less using font size 12 and Times New Roman, describe the problem that your project seeks to reduce or solve in the space below. What is the problem that you seek to solve? What are the signs that there is a problem? What has been the impact of the problem?*

#### **C. Description of the Target Population, Needs, and Challenges**

*Note: In 600 words or less using font size 12 and Times New Roman, describe the focus population in your project in the space below. Who will be the beneficiaries in your project? What are their needs? How are they underserved?*

#### **D. Proposed Solution to the Problem**

*Note: In 600 words or less using font size 12 and Times New Roman, as a solution, describe how your project will reduce or end the problem. What changes will your project make? How do you anticipate the lives of people or the community will change?*

#### **E. Organizational Capacity**

*Note: In 600 words or less using font size 12 and Times New Roman, describe why you are confident that your organization will implement the proposed project and reach its goals and objectives. What have been some of your organization's past projects, activities, and experiences? Were these projects successful and why? Have you received funding in the past? If so, what were the amounts of the funding awards? Describe your board and staff. What things will you put in place to strengthen the likelihood of project success if funded by OGG-SCOC?*

## II. Project Goals - Objectives - Activities

**Note:** Using font size 9 or 10 and Times New Roman, list the project’s goals and each goal’s relevant measurable objectives. List major activities in the project.

Table 1: Project Goals-Objectives-Activities Nexus		
Goals - Column 1-	Objectives (Measurable) -Column 2-	Activities -Column 3-
Goal 1:	Objective 1:	
	Objective 2:	
	Objective 3:	
Goal 2:	Objective 1:	
	Objective 2:	
	Objective 3:	
Goal 3:	Objective 1:	
	Objective 2:	
	Objective 3:	

**III. Implementation and Timeline Plan**

**Note:** In Table 2: Implementation and Timeline, list the activities that will occur to reach each goal listed in Table 1. Use font size 8 or 9 – Times New Roman.

Table 2: Implementation - Timeline Plan										
	Activities By Months and Events									
	<i>Month 1:</i>		<i>Month 2:</i>		<i>Month 3:</i>		<i>Month 4:</i>		<i>Month 5:</i>	
	Date	Event/Activity	Date	Event/ Activity	Date	Event/Activity	Date	Event/ Activity	Date	Event/Activity
<b>Activities Related To:</b> <i>Project Start-Up</i>										
<b>Goal 1:</b>										
<b>Goal 2:</b>										

**Table 2: Implementation - Timeline Plan**

Activities By Months and Events										
	Month 1:		Month 2:		Month 3:		Month 4:		Month 5:	
	Date	Event/Activity	Date	Event/ Activity	Date	Event/Activity	Date	Event/ Activity	Date	Event/Activity
<b>Goal 3:</b>										

## **Section II: Budget and Budget Justification**

### **A. Budget**

#### **Note:**

- Please refer to this spreadsheet to obtain the budget template:  
<https://docs.google.com/spreadsheets/d/12MIWiXvKfN8Mgcbn-w0EfPsp0kWb1CTI/edit?usp=sharing&oid=104827339142782644498&rtpof=true&sd=true>
- Download the spreadsheet onto your computer;
- OR use the attached Excel document, which contains the budget template;
- Complete the budget and justification;
- Save the completed version on your computer; and
- Submit the completed budget and budget justification along with the completed Section 1: Program Narrative

### **B. Budget Justification**

#### **Note:**

- A space is provided in the budget for a small/ brief justification of each line item as needed.
- If you have lengthy justifications, see below for B. Budget Justification. Insert there.
- Explain why you selected the proposed staff and each staff person's role and salary;
- Explain relevant costs listed in the budget;
- Remember to save the completed version on your computer; and
- Remember to submit the completed Section II: Budget and Budget Justification along with the completed Section I. Program Narrative.