

Project/Program Name
Funding Agency/Program

Lead Department: List the Municipality Department that would like to apply for the grant and/or host the grant if awarded.

Department/Plan Strategy: List the Department's strategy or a Municipality plan with which this project/grant will align.

Project/Program Name: This is the name of your overall project that may (or may not) be funded by multiple grants. It should align with the stated strategies of the Municipality department hosting the project.

Project Goal/Purpose: In simple terms, state the problem that your project is addressing or the need that your project will fulfill.

Grant Opportunity Name: List the funder and funder program name here.

Grant Goal: State the purpose of the grant and how it will fill the needs of your project. What is your overall aim of what you want to accomplish with this grant?

Brief Description of Planned Activities:

In one to three paragraphs describe the activities that will take place with the funding, who will complete them, and the proposed timeline. The description should include Objectives, specific, measurable statements that will lead to your goal. It should also include an overview of the project's Methodology (Project Activities or Action Plan) that align closely with the timeline.

Grant Budget: In general terms, state the resources needed to carry out the project. Identify potential sources of in-kind or cash match.

Total Grant Project Cost: \$

Overview of Line Items to Be Funded by Grant:

Match Required:

Anticipated Project Manager if Grant is Awarded

Identify the Municipality staff member who will manage the project upon award.