



PROJECT PROPOSAL APPLICATION FORM

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Required Attachments

Budget Template
CV/Resume



Cover Page:

1. Name of organization
2. Proof of Tax ID and status (if applicable)
3. Title of the project
4. Primary phone number, email, and mailing address of the organization
5. Organization Website (if applicable)
6. Facebook Page (if applicable)
7. Date of the Application
8. Names, titles, e-mail addresses, and phone numbers of the responsible officer, the alternate responsible officers of the organization, and the accountant (if applicable)

Identification of Personnel, References, and Current Resources:

Not to exceed two pages: Please title each person's role and specifically the primary grant manager's contact information if we need to contact them for questions.

Executive Summary:

Not to exceed one page must include, but is not limited to:

1. **Background:**
2. **Problem:**
3. **Goal:**
4. **Solution:**
5. **Funding Request:**

Proposal:

A thorough explanation of the proposed program, not to exceed four pages:

1. **Budget Summary**
2. **Implementation Plan:**
3. **Sustainability:**
4. **Evaluation of Impact:**
5. **Risks & Mitigation:**