

GRANT APPLICATION
Graymont Community and Economic Development Fund
Grant Application

Cover Sheet

Date of Application: _____

Name of Organization: _____

(Should be same as on IRS determination letter and as supplied on IRS Form 990)

Current Operating Budget: \$ _____

Executive Director/Manager: _____

Phone Number: _____

Email: _____

Contact Person (If different from Executive Director): _____

Phone Number: _____

Email: _____

Principal Address of Administrative Office: _____

City/State/Zip: _____

Project Name: _____

Project Location: _____

Purpose of Grant Request: (In one sentence)

Proposed Implementation Date of Project: _____

Amount Requested: \$ _____

Total Project Cost: \$ _____

Total number of persons to be served by this proposal: _____

Geographic Area Served: _____

Signature, President, Director or Administrator

Date

Printed Name and Title

Signature, Project Director

Date

Printed Name and Title

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Proposal Narrative

This proposal narrative should briefly explain why your organization is requesting this grant, what outcomes you hope to achieve and on what you will spend grant funds.

I. Statement of needs/problems

(What needs/problems will this project address? Why is this project important?)

II. Description of target population

(How will the target population benefit from your proposed project? What is the estimated size of your target population? How was the target population involved in defining problems to be addressed, making policy and planning the program?)

III. Description of project goals and objective

(Clearly describe identified goals and objectives. Include a statement as to whether this is a new or ongoing project of the applicant.)

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IV. Plans to accomplish goals and objectives

V. Timetable for implementation

VI. Project personnel and partners

(Include a summary of project staff and their experience, as well as all current and projected project partners and their roles.)

VII. Sustainability

(Define the long-term strategies for funding this project if it is to continue past the grant period)

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VIII. Construction (if applicable)

(If the project includes construction, please include a drawing and cost analysis of the project.)

IX. Evaluation plan

(Explain how success will be defined and measured. Include impact on participants and/or the community in your evaluation.)

X. Dissemination

(Describe how the grantee organization will disseminate results of the project and publicize support from the Community and Economic Development Fund.)

XI. Provide a list of your board of directors

XII. Letters of Support

(Please include at least three letters of support from partner organizations or entities who can attest to your capacity to successfully complete your proposed projects.)

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Grant Budget Form

A. Applicant fiscal year: _____

B. Project Period: _____

C. Amount Requested: _____

D. Request represents _____% of the total project.

E. Request is _____% of your annual organization budget.

- List other sources of funding that have been applied for and applicable to the proposal. List each source and amount requested. If applicable, indicate if the status of the funding is pending, committed or received and for what year:

Source: _____ Amount: _____ Status: _____ Year: _____

Source: _____ Amount: _____ Status: _____ Year: _____

Source: _____ Amount: _____ Status: _____ Year: _____

- Complete project budget spreadsheet
- If the project includes construction please include a drawing and a cost analysis of the construction project