



**Description of the community your organization is trying to impact** (One paragraph - Briefly tell us the current situation of the community you are trying to impact and give us evidence of need, preferably with credible data.)

**Number of people served by the project:** (Hit the tab key to expand the table)

<b>Project Description</b>	<b>Cost of Project</b>	<b># of People Served</b>	<b>Cost per Participant</b>

**Projected goals and outcomes** (In bulleted format, list the outcomes the project will accomplish. Outline your plan for measuring progress and success.)

**Description of similar projects and other projects your organization has completed and their successes and failures** (Two paragraphs)

<b>Staff Composition</b>	<b># of Paid FTE</b>	<b># of Paid PTE</b>	<b># of Volunteers</b>
<b>Professional</b>			
<b>Support</b>			

**Organization's Board of Directors**

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**Organization Budget Information**

Organization's Fiscal Year: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Organization's Overall Operating Budget for Current Fiscal Year: \_\_\_\_\_

Organization's Overall Operating Budget for Previous Fiscal Year: \_\_\_\_\_

Organization's Overall Operating Budget for Year in which Funding is Requested: \_\_\_\_\_

Organization's Overall Program Budget: \_\_\_\_\_

Organization's Overall Fundraising & Administration Budget: \_\_\_\_\_

Percentage of Annual Budget Used for Fundraising & Administration: \_\_\_\_\_

**1. Committed Funding Sources for Organization for Current Fiscal Year (Hit the tab key to expand the table)**

Source	Amount Committed	Number of Grants	Average Grant Amount
Governmental	\$		
Corporate	\$		
Foundation	\$		
Individuals	\$		
In-Kind	\$		
United Way	\$		
Other: _____ (specify)	\$		
Other: _____ (specify)	\$		
<b>Total Committed</b>	<b>\$</b>		

**Project Budget Information - This section refers to the project for which funding is requested**

**2. Project Budget (Hit the Tab key to expand the table)**

Expense Description	Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>Total Project Cost</b>	<b>\$</b>

**3. Committed Funding Sources for Project by Type of Funder** (Hit the tab key to expand the table)

Source	Amount Committed	Number of Grants	Average Grant Amount
Governmental	\$		
Corporate	\$		
Foundation	\$		
Individuals	\$		
In-Kind	\$		
United Way	\$		
Other: _____ (specify)	\$		
Other: _____ (specify)	\$		
<b>Total Committed</b>	<b>\$</b>		

**4. Committed Funding Sources for this Project by Name of Funder** The total committed in this chart should equal the total committed in Chart #3. (Hit the tab key to expand the table)

Organization Name	Amount Committed
	\$
	\$
	\$
	\$
	\$
<b>Total Committed</b>	<b>\$</b>

**5. Potential Funding Sources for this Project by Name of Funder** List organizations from which you are seeking or intend to seek funding. (Hit the tab key to expand the table)

Source	Amount	Status of request/ Expected response date, if known
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
<b>Total Potential</b>	<b>\$</b>	

**6. How do you plan to sustain adequate project funding for this project beyond the time frame of this grant request?** (One paragraph)