

On Agency Letterhead

Appendix A

Cover Sheet

 **Organization/ Partnership Name:**

Address:

City, State, Zip:

Phone:

Fax:

 **Lead Administrator (Responsible for contract and reports):**


Organization:

Name/Title:

Phone:

Fax:

E-mail:

 **Financial Administrator (Responsible for invoices):**

Name/Title

Phone:

Fax:

E-mail:

 **Federal Tax ID Number:**

Attach a copy of your tax exempt certificate

Budget Worksheet - Appendix B
Proposed Budget (July 1, 2019 – June 30, 2020)

Name of Proposer: _____ Name of Project: _____

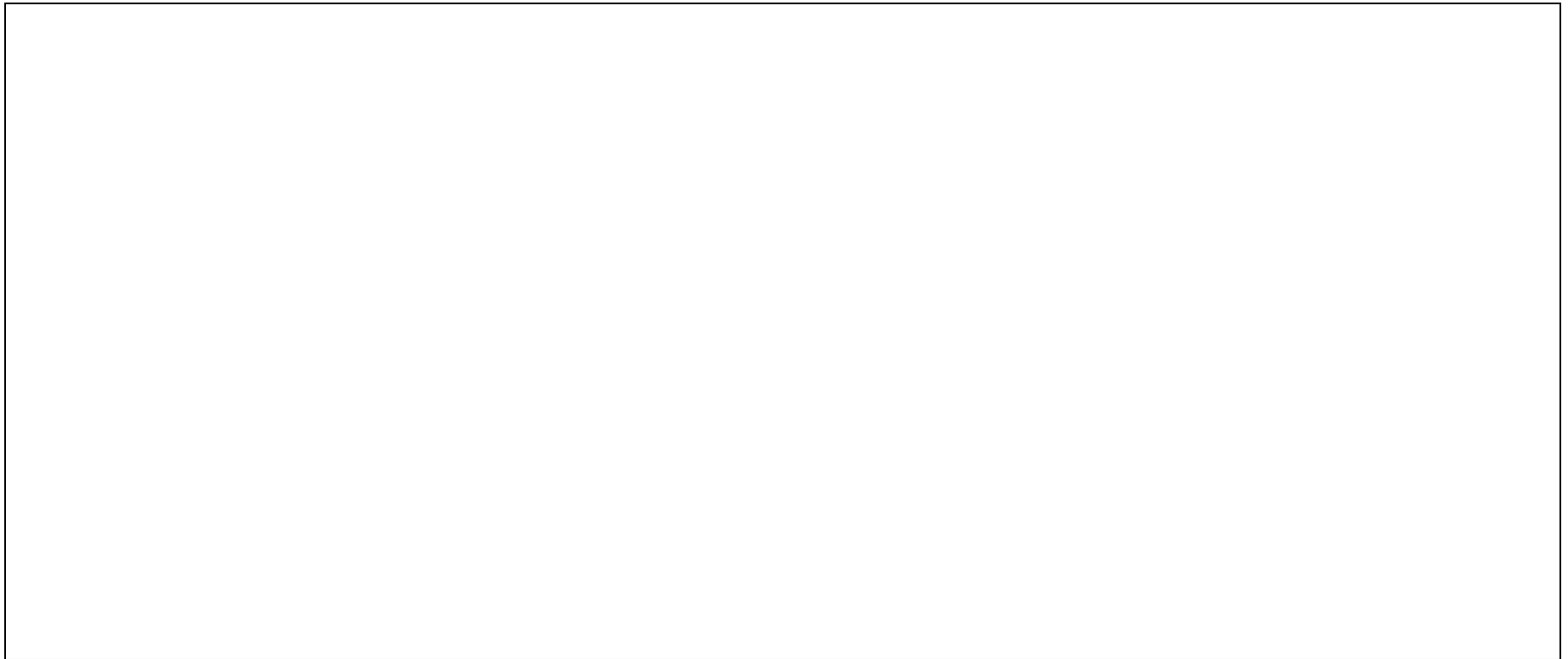
PROJECT EXPENSES	
Detailed Expense Categories	Proposed Program Expense
Personnel Expenses:	
Administrative	\$
Program Implementation	\$
	\$
Contract services (specify all)	
	\$
	\$
Equipment/Supplies	
	\$
	\$
Operational costs/Overhead	
	\$
	\$
Other (specify)	
	\$
TOTAL PROJECT EXPENSES	\$

PROJECT INCOME			
Sources of Funding and Contributions (List all)	Funds Requested from All Sources	In-kind Contributions	Availability of Funds <i>Pending, Secured, or In-kind</i>
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
TOTAL PROJECT INCOME	\$	\$	

Appendix C

Budget Narrative

Please provide a narrative to include details and justification for expenditures as well as details of project income sufficient to meet the goals of the project.

A large, empty rectangular box with a thin black border, intended for the user to write the budget narrative. The box is centered on the page and occupies most of the lower half of the document.

On Agency Letterhead

APPENDIX D

SIGNATURE PAGE

I/we hereby certify that this proposal is submitted in good faith and the information contained herein is true and accurate to the best of my ability.

Signature

Date

Print Name and Title (Lead Administrator)

CHECKLIST

To ensure that your proposal receives all due consideration, please be sure to include all requested information and supplementary materials. Incomplete applications or missing supplementary materials may cause your application to be removed from consideration for funding.

- Completed Cover Sheet on agency letterhead
- Completed Application
- Completed budget sheet including in-kind costs
- MOU's
- Completed Signature Page on agency letterhead
- Copy of tax exempt certificate