**COVER PAGE**

|  |  |  |  |
| --- | --- | --- | --- |
| Project City/Town: (Neighborhood, if pop. over 150K) |  | | |
| **Lead Applicant (Authorized Signatory) – for award notification and contract execution** | | | |
| Lead Applicant / Organization: |  | | |
| Lead Contact Name & Title: |  | | |
| Mailing Address: |  | | |
| City/State/Zip |  | | |
| Email Address: |  | | |
| Telephone #: |  | | |
| **Project Contact (if different) – for technical questions, follow up, and/or reporting** | | | |
| Project Contact Name & Title: |  | | |
| Email Address: |  | | |
| Telephone #: |  | | |
| **Grant Proposal Summary Information** | | | |
| Project/Program Name: |  | | |
| Grant Amount Requested: | **$** | Total Project Budget | **$** |
| **Brief Project Description: Provide a brief description (no more than 100 words) of the proposed project.** | | | |
|  | | | |

**PROPOSAL NARRATIVE**

**Please provide a response to all of the questions outlined below. The full response under each numbered section will be reviewed and scored based on the criteria in the RFP/Guidelines.** (*Write “Not Applicable” if a question does not apply.*) Use the space provided in each section to type your responses. Applicants may respond to questions individually or in summary. However, all questions must be addressed and the total response in each section should be 400 words or less. **This completed proposal narrative part should not exceed 6 pages.**

|  |
| --- |
| **Project Summary –** Provide a concise description of the community partnership and the proposed project. Describe the group’s history and past successes, and the general activities of the project. |
|  |
| 1. **Vision and Goals** (10 Points) |
| 1. Describe the neighborhood, economic, and social context in which this project operates. What issue and/or circumstances led to the development of the project? 2. What does the project strive to achieve? 3. Describe how this project aligns with community’s larger strategic vision and/or plans. |
| 1. **Community Collaboration and Partnerships** (20 Points) |
| 1. For what purpose was the community coalition or partnership organized? 2. Identify the people and/or organizations in the coalition. Note which ones live in the community. 3. Identify what institutional partners are involved and providing financial, coordination, and/or staff support? 4. What makes this community group innovative or effective in building local capacity and leadership? |
| 1. **Target Population** (10 Points) – If population exceeds 150K, please indicate if the project is city-wide. If not, please define/describe a target neighborhood, and answer the questions in relation to that defined area. |
| 1. Describe the community (or neighborhood) and the people that this project will serve. 2. How will this project support and benefit the target population? |
| 1. **Economic Opportunity – Project Plan** (40 Points) |
| 1. What are the community economic opportunities that this project seeks to influence and/or leverage? 2. What role did members of the target population play in identifying these opportunities? 3. Describe how residents and other stakeholders worked together to develop this project.      1. How does this project directly respond to the identified community economic opportunities? 2. List specific activities and outcomes of the project. (*May insert chart or bulleted list, if needed.*) Include description of participants (adults, youth, entrepreneurs, etc.), intervention/service type (training, workshops, counseling, etc.), and expected results (certificate attained, job placement, new businesses started, etc.) |
| 1. **Track Record** (10 Points) |
| 1. Describe the applicant’s experience with community economic development and in leading coalitions. 2. Describe the partnership’s history, experience and past successes in the community. |
| 1. **Capacity to Succeed** (10 Points) |
| 1. Provide a project timeline with key activities and benchmarks. 2. Complete the budget form below. Show entire project budget with allocation of the requested grant and total of other funds allocated to this project, if applicable. For Other Funds please include the source and whether the funds are committed. *Proposals that include support from other sources (foundations, municipal grants, private donations, etc.), will be given priority consideration* |

**GRANT BUDGET FORM**

**Please use the budget worksheet below to provide the details of your project budget. Enter the breakdown for the requested Urban Agenda grant plus any other funds\* that support the project, if applicable. Identify source of other funds and indicate if they have been committed. Add categories, as needed.**

*This chart is an embedded MS Excel worksheet. Double click to open and edit. Type in the highlighted cells only.*



|  |
| --- |
| **Use this space, as needed, for line item explanations, justification for additional categories, and/or notes.** |
|  |

\**Other funds are not required. However, proposals that include any funding support from other sources (federal or municipal government, foundations, private donors, etc.), will be given priority consideration.*