

ATTACHMENT A: Template for Grant Application

Grant Application Cover Page

<p>A. APPLICANT AGENCY (Name, title, address, telephone, e-mail)</p> <p>B. TYPE OF AGENCY (Public, private non-profit, private, government)</p>	<p>C. OFFICIAL AUTHORIZED TO SIGN APPLICATION (Name, title, address, telephone, e-mail)</p> <p>Signature _____</p>
<p>D. PROJECT DIRECTOR (Name, title, address, telephone, e-mail)</p>	<p>E. FINANCIAL OFFICIER (Name, title, address, telephone, e-mail)</p>
<p>F. TITLE OF PROJECT</p>	
<p>G. GEOGRAPHIC AREA TO BE SERVED & TARGET POPULATION (type and numbers)</p>	
<p>H. FEDERAL IDENTIFICATION NUMBER (FEIN)</p>	
<p>I. APPLICANT FISCAL YEAR</p>	

Proposed Pilot Project Narrative

Organizational Description – Include organizational structure, mission and goal of agency, and what food assistance outreach you are currently doing - **limit to 1 to 2 pages in length (10 Points)** -

Statement of Need for Food Assistance Outreach- limit to ½ to 1 page in length (10 Points) –

Community Collaboration and Planning – How will advisory groups or partners be involved? Explain the role partners will play in assisting potentially eligible consumers in accessing Food Assistance benefits? - **limit to 1 to 2 pages in length (10 Points)** –

Pilot Project Description (45 Points) –

Give an overview of outreach plans with your goals, objectives, priorities, target audience, and outcome measures for the project. This should be measurable (a numeric goal, if possible). Explain how this project is not duplicating what your agency is currently being funded for. Then complete Attachment B: *Summary Table of Goals and Activities to Achieve the Outcomes*

Evaluation Plan – Explain how you will track and monitor outcome measures
(15 Points) –

Sustainability (10 Points) - Explain strategies and other sources of income for the project that will enable continuance after the grant ends.

Budget - Provide any information and relevant details about items listed in the budget. Attach the completed Attachment C: *Budget Sheet and Explanation of line items.*

Assurances – Complete Attachment D: *Statement of Assurances*

(Be sure to complete and attach Attachments B, C, and D with this application.)