

## Request for Funds Application Guidelines

### Section 1: Agency Background

1. Purpose
2. Years in operation
3. Type of services provided
4. Agency's capabilities
5. Experience with Federal Programs
6. Number/demographics of clients served

### Section 2: Project Summary

1. Does the project currently exist?
2. Description of Public Service Activity
3. Need or problem (Include methods and data used to determine the need)
4. Geographic Service area
5. Population to be served
6. Description of work and how it addresses the problem
7. Schedule for completion
8. Proposed accomplishments
9. Eligibility/National Objective
10. Other sources of funding
11. Estimated number of people to benefit from this proposed project
12. Efforts utilized in getting project participants
13. Provide documentation that other sources of funds have been sought or are in place and committed to the project.
14. Identify any barriers to project implementation.
15. How will you fund this project if not awarded?

### Section 3: Personnel

1. Staff positions and qualifications
2. Policy/procedures manual

### Section 4: Financial

1. Total proposed operational costs
2. Proposed Budget and how funds will be used.
3. Commitments for ongoing funding
4. Total requested CDBG Funding

**Attachments:**

1. Articles of Incorporation/By Laws
2. 501 (c) 3 IRS Tax Exemption Letter
3. Last fiscal year audit (if applicable)
4. List of Board of Directors
5. Authorization to request funds (copy of minutes/resolution/motion)
6. Designation of authorized official (signed letter by chairperson or governing body)
7. Organizational Chart
8. Financial statement (auditor's independent report for the end of the latest fiscal year or an accountant's assessment and summary of the financial stability of the organization).