



Southeast Sustainable Communities Fund 2017 RFP

Attachment 2: Grant Application Template

DUE: Tuesday, September 5, 2017 at 5:00 pm EST

Please submit your application with responses to these questions in the order outlined below. This template enables applicants to be concise and specific with their responses. Please do not submit proposals with elaborate graphics and videos or with generic letters of support. Key partners may provide letters of support that clearly state their role and the in-kind and/or cash match they will be contributing. **Grant applications are to be no more than six pages, and should be uploaded electronically to www.southeastcdn.org/grants in Microsoft Word format (11-point Times New Roman font, 1" margins). Letters of support and budget documentation are considered attachments, and are not included in six page maximum. The deadline to submit a grant application is 5:00 pm EST on Tuesday, September 5, 2017.**

1. **Project Summary:** List the following information
 - a. **Project Title**
 - b. **Summary Statement:** A short paragraph to describe the proposed project.
 - c. **Total Two-Year Funding Request:** Year 1 and Year 2 (Grant amounts will range from \$75,000 to \$150,000 per year).
 - d. **Lead Applicant:** Organization, contact name, title, email address, and phone number.
 - e. **Partner(s):** Organization(s), contact name (s), title(s), email address(es), and phone number(s).

2. **Make the Case:** In one half to one page make the case for why this project is important to your community and why your proposed solution will lead to results.
 - a. **Need:** What is the problem within the local context, and why does it need to be fixed?
 - b. **Solution:** Describe the project. How will the proposed project solve/address this need/problem?
 - c. **Result:** What outcomes will this project produce, and how will they impact the need/problem?
 - d. **Regional Replicability:** How is this project applicable to other communities in the region?
 - e. **Definition of Success:** What are the project goals, and how will project success be determined?
 - f. **Measurement:** What specific metrics will define the results of this project?

3. **Project Design:** In two to three pages, please describe your project design and process:
 - a. **Describe what you plan to accomplish in each year of the project.**
 - b. **Funding Requests:** Year 1 and Year 2 (Grant amounts will range from \$75,000 to \$150,000 per year).
 - c. **Match and Source:** Description of each match in terms of in-kind and/or cash match.
 - d. **Implementation Responsibility:** Who will manage and coordinate this effort?
 - e. **Fiscal Responsibility:** Who will receive grant funds?
 - f. **Project Budget:** Use the [Grant Budget Template](#) to detail your project budget submit as supporting



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documentation through www.southeastssdn.org/grants.

For each project milestone, please answer the following questions by adding rows and relevant descriptions to the following table and including it in the project design section of your application.

Major Milestones	Success Metrics	Responsible Party	Timeline	Budget
What are the major project milestones?	Why is each milestone important to the project goals, and how will success be measured?	Who is responsible for producing each deliverable? (consultant, city team, nonprofit partner, etc.)	When will the milestone be completed? (Use calendar months.)	How much will each milestone cost, and how was this amount determined? (rates, estimates, scopes, etc.)

4. **Project Description:** In one to two pages, please describe the project as it relates to the following eligibility requirements.
 - a. **Community Sustainability:** How will the proposed project mitigate or adapt to climate change?
 - b. **Equity and Inclusiveness:** Who are the priority stakeholders, including people of color, people with low incomes, and/or residents from immigrant or refugee communities? How will they be impacted by this project? How will they be involved in shaping project design and implementation? Will the proposed project expand educational and economic opportunities for people with low incomes? How?
 - c. **Community Partnership:** How does this partnership leverage community resources to create impact? How will the partner organization(s) be involved in the project?
 - d. **Local Impact:** What local government policy, program, or plan does this project work to advance? How will this project support the success of this policy, program, or plan?