

CITY OF CHATTANOOGA'S ART OF CHANGE
APPLICATION FOR GRANT FUNDS

Applicant: _____ 501(c) 3 Organization Yes No

Mailing Address: _____

Telephone No. _____ Fax #: _____ Duns# _____ Federal Tax ID # _____

Contact Person and Telephone Number: _____

E-Mail Address: _____

Project Name and Location: _____

1. Program Outcome Objective: _____

2. Program Outcome Goals: _____

3. Briefly describe the project (List milestones to accomplish objective & outcome and how you will track services provided) and explain how the funds will be used:

4. Project Budget:

Project Category (List Category from RFP)	Funding Source Requested (Sponsorship, Art of Changes)	Amount of Funds Requested	Amount of Funds from other Sources & Match	Total Project Cost
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$

Is the project still in existence? _____ Yes _____ No

Number of persons served? _____

Number of homeless persons or households served? _____

Number of homeless veterans served? _____

11. Are you aware of services or activities similar to the proposed project provided by other organizations in the City of Chattanooga? _____ Yes _____ No

Please explain:

12. Is this proposed project coordinated with/or a part of an existing program?
_____ No _____ Yes (Answer 12)

13. List funds received, current balance of funds, and type project that is similar to this:

14. Have you applied for funding from other sources for this project? _____ Yes _____ No

If yes, list the agencies that you applied to?

Agency	Approved Date	Pending	Denied Date

If no, please explain why you have not applied for other sources of funding?

BOARD OF DIRECTORS AUTHORIZATION

Certifications

I (We) certify that _____, the Applicant, provides services in compliance with Title VI of the Civil Rights Act of 1964, and will document compliance at the United Way's request.

I (We) certify to the United Way of Greater Chattanooga that the Board of Directors of the organization identified in this application has authorized the submission of this request for funding support. I (We) certify that the information contained in this proposal is true and complete to the best of my (our) knowledge.

Signature of Authorized Official

Date

Signature of Authorized Official

Date

(Please do not include a copy of these Instruction Pages in the Application.)

**APPLICATION INSTRUCTONS FOR THE
CITY OF CHATTANOOGA'S ART OF CHANGE
GRANT FUNDS**

Narrative Section

Please be brief and concise in your responses to the following items. Organize your responses according to the headings below. **Your application (excluding attachments) should not exceed five (5) pages. Please do not rearrange the order of information as requested.**

A. Need for the Project

Describe the need which the proposed project is designed to meet, or the problem that it is designed to solve. Describe how the need for this service was determined and how the proposed project will meet the identified needs. Provide evidence of the need or problem.

B. Proposed Activities

Describe your plan for the use of the funds:

- Give specific quantifiable goals for the project. Will you track services via ServicePoint? Detail your plan for tracking services in the proposed project. The tracking should include a description of the project, how units of service will be measured against goals and how the outcomes can be evaluated using a performance to goals analysis (what can be expected to happen as a result of the service).
- Who will benefit from the project and how?
- How will you coordinate this project with others in the community?
- Defend the need for the new or expanded service, or the continuation of previously funded new or expanded service.
- Describe specific geographic location of proposed activities.

C. Budget

Provide a comprehensive line item project budget to include all sources of funding for the project. Show which costs will be paid for with grant funds and which will come from other sources. Identify all other funding that has been or is being pursued for the project, and discuss the current status of the requests. Discuss how this project will leverage other funds.

D. Applicant Description

Provide a brief description of the organization; its mission, accomplishments and funding sources.

E. Federal/State/Private Grants

List and describe all grants your organization has applied for and grants received and were awarded as of January 2007. (Include dollar amounts, source of funds and how the money was and will be used).

F. Project Management

How will the proposed project and the grant funds be managed? Describe your agency's

financial/administrative capacity to carry out the proposed project. Provide names, titles and qualifications of staff who will be involved in this project.

G. Project Timetable

Identify when the project will begin; when it will be completed; when Community Development funds will be expended (not obligated); discuss the performance objectives, outcome and list milestones and dates of significance between the project start and completion dates.

H. Application Attachments

Include **one copy** of the following documents with the original application:

1. Internal Revenue Service proof of 501 (c) (3) designation, in existence for at least one year.
2. List of the Board of Directors and ethnicity of Members.
3. Board of Directors authorization to submit application (application package).
4. Latest Annual Report

I. Original and Six Copies

Include **six (6) copies** of the application without the attachments for the review panel. Do not bind or staple. Copies should be three-hole punched separated by a colored sheet. The original and 6 copies should be bound together with a rubber band.

Failure to include the above documents will forfeit the application and will not be considered for funding.