2019 Community Seed Grant Application

1. PROJECT DETAILS

Project name:

Project location:

Lead Organization:

Organization address: | Lead contact:

Contact email: | Contact phone #:

Collaborating organizations: (if applicable)

2. HEALTH EQUITY ISSUE/NEED TO BE ADDRESSED

What is the issue or problem and why is it important to address it now?

3. GOALS AND ANTICIPATED IMPACT OF THE PROJECT

How will this project address the issue/problem in an effective manner? What is novel or innovative about this approach? Include anticipated number of people to be served.

4. PROJECT ACTIVIES

A brief description of what activities are involved and time needed to complete them. Include the role of the lead organization and collaborating organizations.

5. SUSTAINABILITY

How is this project designed to be sustainable and/or scaled up?

6. GRANT BUDGET

The template includes a list of possible expenses. Please provide details only for items relevant to your proposed project.

To help us better understand your proposal, please indicate the total amount required (Total Budget) and the amount you are requesting from us (Funds Requested).

EXPENSE CATEGORY	Total Budget	Funds Requested
Staff (include rate and time required)		
Consultants/Contract Services		
Other personnel costs (training, technical support, stipends, etc.)		
Supplies (printed materials, meeting supplies, etc.)		
Food/Refreshments		
Travel (mileage, public transit, other)		
Other (translation, childcare, postage, etc.)		
TOTAL PROJECTED EXPENSES		

7. BUDGET NARRATIVE

Briefly explain and justify the projected costs for the proposal's plan:

- STAFF: Include the hours, wages (per day or per hour), and duties of each grant-related position

- CONSULTANTS/CONTRACT SERVICES: Include the type of work to be completed by the consultant and the amount of time required by the consultant to complete the project

- OTHER PERSONNEL COSTS: Include the hours, wages, and duties of each grant-related position

- SUPPLIES (printed materials, meeting supplies, etc): List items needed to complete the proposed project

- FOOD/REFRESHMENTS:

- TRAVEL: Mileage reimbursements, public transit

- OTHER: Include brief description of items and why they are needed for the proposed project