

SAMPLE - Community Economic Development Grant

DeKalb County Community Foundation

PROJECT INFORMATION

Project Name*

Give your grant request or project a brief name using only a few words

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Character Limit: 100

Type of Grant Request*

Each municipality or community is limited to a total of \$20,000 in the form of planning and/or implementation grants over the life of the DeKalb County Community Economic Development Grant Program.

Choices

Check if this is a request for a planning grant

Check if this is a request for an implementation grant

Economic Development Plan

If this is an implementation grant request, upload a PDF of the current economic development plan for your community on which the implementation grant request is based. Applications for implementation grants must be based upon a current economic development plan.

File Size Limit: 5 MB

Purpose*

In one or two sentences briefly describe the purpose of your grant request. Be as succinct as possible. You will have space to elaborate later.

Character Limit: 300

Total Project Cost*

What is the total budget/cost of your planning or implementation project?

Note that applicant and/or partners must be able to provide a minimum of 10% of the total project budget as a cash match (in addition to any in-kind support).

Character Limit: 20

Amount Requested*

Note that applicant and/or partners must be able to provide a minimum of 10% of the total project budget as a cash match (in addition to any in-kind support).

Character Limit: 20

Number of DeKalb County Residents Served*

Approximately how many residents of DeKalb County are served by your project?

Character Limit: 6

PROJECT DESCRIPTION

General description of your project and request*

Describe your project in no more than three paragraphs. Include who will be involved and how the project will be implemented.

Character Limit: 5000

Objectives*

List measurable objectives for your project and the activities and time frames planned to meet those objectives. If this is an implementation grant request, reference the sections of the current economic development plan on which this implementation grant is based.

Character Limit: 3000

Qualification*

Describe the qualifications of key personnel involved in the project. How is the organization or how are the consultant(s) involved in the project specifically qualified to execute the proposed planning process or project?

Character Limit: 3000

Evaluation*

How do you plan to evaluate the success of your project especially in light of the project's objectives? Applicants and/or partners may be asked to present or share results of their project process and results as appropriate with other participating municipalities and communities.

Character Limit: 3000

Collaboration*

Explain the details of your project's collaboration with other organizations or programs within the community. Explain how your project is leveraging local funding.

Character Limit: 3400

Letter of Support

If your project is collaborative, include letters of support from key organizations, participants, or stakeholders.

File Size Limit: 2 MB

PROJECT BUDGET

Use the template provided below to list all expenses and funding associated with your proposed project. Include expenses already incurred and funds already received. If applicable, include in-kind contributions, non-cash support, and staff time required.

[Click to view an example Project Budget Detail](#). The example is a budget for a make-believe nonprofit shoe drive organization that distributes men's dress shoes to low-income individuals that need professional shoes.

Project Budget Details*

Download and complete a blank [Project Budget Details](#) template. When you have completed the template document **save it as a PDF** and use the "Choose File" button below to attach it here. **You must upload a PDF.**

File Size Limit: 3 MB

ADDITIONAL ORGANIZATION INFORMATION

Board of Directors or Trustees*

Type the names of the individuals on your trustees or board of directors in the field below or upload a document that provides this information.

Character Limit: 3400 | File Size Limit: 1 MB

Organizational Budget*

Upload your organization's operating budget for the current fiscal year.

File Size Limit: 2 MB

Board Meeting Minutes

Upload any recent trustee or board meeting minutes that pertain to your grant request.

File Size Limit: 2 MB

Photos and/or additional support material

Upload and explain any additional information you would like to include in this grant application. You may upload a document or type in the field below.

Character Limit: 3400 | File Size Limit: 2 MB

Non-Discrimination*

It is the policy of DCCF to operate without regard to race, creed, color, sex, religion, marital status, age, national origin, ancestry, political affiliation, sexual orientation, disability, or veteran status. All projects benefiting from DCCF grant funds must adhere to the same regards.

Choices

The project for which we are seeking funding complies with DCCF's non-discrimination policy

SUBMIT APPLICATION

When your application is complete click 'Submit' below. You will receive an e-mail to confirm the DCCF has successfully received your grant application.