

City of Lawrence CDBG/HOME Programs Grant Application

I. Cover Sheet

Please use this cover sheet as the first page of your proposal. No cover letters, please.

Agency Name: _____

Mailing Address: _____

Program Address, if different than above: _____

Contact Name: _____ Phone: (____) _____

Contact Title: _____

E-mail (required): _____ Fax : (____) _____

Date : _____

Mission of organization: _____

II. Project Information

Requested \$_____ Request is _____ % of project budget and _____ % of agency budget.

Attachment Checklist

- ☐ Department approval, if applicable
- ☐ List of officers and board members
and their principal occupations
(one per agency)
- ☐ Most recent annual report and
(one per agency)
financial statement
- ☐ Budget for proposed project,
including revenues and expenses
(one per project)

Project Type

(Check all that apply)

- ☐ Strengthen Neighborhoods
- ☐ Movement to housing
- ☐ Emergency Assistance
- ☐ Affordable Housing
- ☐ Housing Counseling
- ☐ Home Ownership
- ☐ Improve Housing Stock

Funding Need

(Check all that apply)

- ☐ New program
- ☐ Existing program
- ☐ Public Service
- ☐ Capital Improvement
- ☐ Other (describe)

Please use the space provided on this cover page rather than an attachment to respond to the following:

Fifty-word summary description of the project:

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III. Narrative

Please use attachments to answer the following questions in the order presented. Limit your total response to four pages, using standard one-inch margins, single-spacing and 12-point font.

1. What is the situation, problem or opportunity this grant will address?
2. How will this grant support the mission of the organization?
3. How many people will be served by this grant and what percentage are low-moderate income (describe method of verification)?
4. What resources are currently available to dedicate to the project, including staff, volunteers, existing funds and community partners?
5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?
6. How will success be measured and how will you continue to fund this project once grant funds are expended?
7. What is the organization's timeline for achieving the objectives of the grant?
8. What other funding sources have been approached and what have the responses been?
9. Describe the agency philosophy and practices regarding recycling and other "green" practices.

IV. Project Budget

Please attach a one-page budget for the project, showing proposed revenues and expenses.

IV. Required Attachments

1. City department approval, if project will require work with or by other City departments
2. List of officers and board members and their principal occupations (neighborhoods included)
3. Most recent annual report and financial statement
4. Project Budget

Submit 1 paper copy, 3-hole punched, and one electronic copy (all application materials should be combined into **one** file) of your proposal by 5:00 p.m. **December 1, 2008:**

Community Development Division, Development Services
1 Riverfront Plaza, Suite 110
Lawrence, KS 66044