

APPLICATION for Charm Bracelet Project: Northside Microgrant Program February 2010

Funded by the Charm Bracelet Project Fund through a grant from the Grable Foundation

Application to be submitted in two parts: 1. Cover Page and 2. Attachments

Part 1: COVER PAGE – simply fill out the following information

1. Project Information - PLEASE FILL OUT THE FOLLOWING:

- Project Name/Title:
- Partnering organizations (Each project must have at least two partners; first partner listed shall serve as lead organization; ADD more lines if necessary)
 - 1.
 - 2.

2. Contact Information for lead organization – PLEASE FILL OUT THE FOLLOWING:

- Name/Title
- Organization
- Mailing Address
- Telephone(s)
- Fax
- Email Address

3. Project Summary - PLEASE FILL OUT THE FOLLOWING:

- Please summarize proposed activities in 200 words or less:

4. Budget/Funding Request – PLEASE FILL OUT THE FOLLOWING:

- Amount Requested from Charm Bracelet Project Fund =
- Total Project Revenues including other sources =

- Total Project Expenses =

5. Timeframe – PLEASE FILL OUT THE FOLLOWING:

- Project planning begins/began on:
- Project activities begin on:
- Project activities conclude on:

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Part 2: ATTACHMENTS – Please provide the following items:

1. Project Statement: In 1,000 words or less please provide a project statement describing, in detail, the activities for which you are seeking funding. Please address how the proposed project:

- Contributes to one or more of the Program's focus areas (public projects and programs; educational and youth programming; mobility; environmental sustainability/green practices).
- Meets one or more of the goals of the Charm Bracelet Project Fund.

2. Detailed Timeline: Submit a timeline to note the specific activities described in your proposal. A list of activities with corresponding milestone dates is sufficient.

3. Detailed Project Budget: Please use the attached Excel budget template and indicate all project revenues and expenses. Please provide a brief narrative justification for the expenses, and indicate which items the Charm Bracelet Project Funds will go towards. Matching funds are not required for this program, but they are encouraged. Please note that often times the steering committee makes a recommendation for funding at a lower amount than the requested amount. Please be prepared to answer follow up questions as to how the project may change if the group recommends a lower amount than requested.

PLEASE NOTE: Fifty percent of award will be released upon execution of a signed Northside Microgrant Program contract. The remaining fifty percent will be released upon successful completion of proposed project and submission of final project report.