

PROJECT SHORT TITLE: _____

APPLICANT ORGANIZATION: _____

APPLICANT ADDRESS: _____

PHONE: _____ FAX: _____

CONTACT PERSON: _____ EMAIL: _____

FEDERAL ID# OR SOCIAL SECURITY #: _____

TOTAL AMOUNT REQUESTED: \$ _____ TOTAL AMOUNT OF PROJECT: \$ _____

COMPLETION DATE: _____

2 to 3 Sentence Project Description: _____

PROJECT NARRATIVE: *Please address all questions in the space allotted.*

1. How will the Project address a Bradford County environmental or natural resource management need and what is the relevance to education?

2. Who is the Project targeting and how will it be made available to the general public?

Mainly this project will target local school districts K-12. Any classroom situation where teachers wish to provide a fun, hands on activity

3. How will the grant funds be matched through other funds, materials, labor, publicity, equipment, etc.?

**BRADFORD COUNTY ENVIRONMENTAL EDUCATION GRANTS
MINI-GRANT PROJECT APPLICATION INSTRUCTIONS**

*Project Proposal Applications **MUST** be limited to the space provided in the application. Font type 10 is the smallest type allowed. Electronic submission is desired and must arrive at the deadline for application.*

PROJECT SHORT TITLE: *Insert a brief descriptive title for your proposed project*

APPLICANT ORGANIZATION: *Enter the name of the organization applying for the grant. Any school, business, organization or group may apply for the grant as long as the project's primary purpose is the education of Bradford County residents. Individuals are not eligible and must apply through an organization.*

APPLICANT ADDRESS: *Insert the address of the applicant organization*

PHONE: *Enter the phone number of the applicant organization's contact person for the proposed project*

FAX: *Enter the fax number of the applicant organization's contact person for the proposed project*

CONTACT PERSON: *Enter the contact person for the proposed project*

EMAIL: *Enter the contact person's email for the proposed project*

FEDERAL ID# OR SOCIAL SECURITY #: *Enter either the Federal ID number of the organization or the Social Security number for the individual responsible for the organization's accounts. This information may be used to report income to taxing agencies*

TOTAL AMOUNT REQUESTED: *Enter the total amount requested from the grant for the project*

TOTAL AMOUNT OF PROJECT: *Enter the total amount of the project including match contributions*

COMPLETION DATE: *Insert Estimated completion date of the project. Please note that all Projects are due to be completed within 1 year of grant award unless extended.*

2 to 3 Sentence Project Description: *Provide a short description of the Project that may be used for publicity or Project summary.*

PROJECT NARRATIVE: *Please address all questions in the space allotted. Use only font size of 10 or larger. The first four questions are requirements for all grant applications. The last four will be utilized to score and rank the projects. Please be complete and concise. The information you provide to answer these questions will be utilized to rank project proposals.*

How will the Project address a Bradford County environmental or natural resource management need?
Every project must address some type of environmental/natural resource management need in Bradford County. Discuss how your project will do this either directly or indirectly.

Who is the Project targeting and how will it be made available to the general public?
Every project must be directed towards a Bradford County audience. Explain who the audience is. Also explain how that audience will be reached. Discuss how this project is open to a broad range of audience without bias.

How will the grant funds be matched through other funds, materials, labor, publicity, equipment, etc.?
Every project must have some type of match to qualify. This match can be in the form of direct cash contributions, materials, labor, equipment use, publicity or any other contribution to the direct implementation of the project.

***List Project Partners and what their roles are in supporting the Project.**
Describe what partner organizations, groups or agencies will help with the project. Explain what the partner roles will be.

***What is the number of people that will be served by the Project – both directly and indirectly.**

Provide estimates of how many people will be served by the proposed project. Be sure to include potential people directly reached and those indirectly as in the case where those directly served utilize the knowledge to assist, educate or inform others.

***How is this Project innovative or new and why will it attract participation?**

Provide information that will describe how your project will have “salability” to the target audience. Answer what makes this project unique and worthy for funding over other similar projects.

***Provide examples of successful projects you have developed /managed and held in the past.**

Provide information that gives examples of your organization, agency or groups’ ability to manage the project and achieve the proposed outcome/objectives. Give examples of other projects that you have managed successfully.

***How will this Project be sustained or repeated in the future?**

Explain if this is a one- time project or will be repeated or continued. How will the project be sustained in the future? Give sources of support and funding.

PROVIDE PROJECT OBJECTIVE(S) AND TIMELINE

Provide a concise objective for your project. On the application list the work elements involved in chronological order, identifying who is responsible for implementing the work element and when it is anticipated to be accomplished.

PROJECT BUDGET

Provide a breakdown of the total budget detailing the source of the funds and in the case of in-kind or cash contributions, who is providing it. Please note the items that are not fundable under the grant. These items may serve as match contributions.

*For assistance in preparing project proposals or for more information,
as well as project application submittals*

Contact

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