

Basic background information to keep on file for future proposal opportunities:

Grant Applicant Profile			
Agency Name:			
Contact Name:		Contact Title:	
Business Address:			
City:	State:	Zip Code:	
Business Phone:		Business Email:	
Website:			
What is the agency's audience? (include specific demographics, special interests)			
What is the agency's geographic scope? (town/city/region/state)			
List all relevant background information: history, accomplishments, awards, successful programs, current projects			
Explain the organization's structure (number of employees, volunteers, directors, elected officials, etc)			
What are the identifying characteristics that make your agency and/or project stand out?			
Organizational Priority List			
<u>Immediate</u>	<u>Cost Estimate</u>	<u>Long-Term</u>	<u>Cost Estimate</u>