

**CITY OF BETHEL**  
**COMMUNITY ACTION GRANT**  
**Application**

**COVER PAGE**

**Applicant Information**

Applicant Name: \_\_\_\_\_

Business License #s (if applicable): \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Grant Request Information**

Grant Amount Requested:	\$	_____
-------------------------	----	-------

Will you accept less funding than the amount you requested? If so, tell us what a reduction would look like for your planned program.

Program/Project Title and Summary:

Date When Funds Are Needed: \_\_\_\_\_

Project Beginning and End Date: \_\_\_\_\_

Submission for:      Quarter 1      Quarter 2      Quarter 3      Quarter 4

I affirm that if my organization, group, or self is granted funding, I (we) will be required to adhere to City guidelines related to the use of those funds, and will be required to provide timely reporting on the use of the granted funds. I affirm that grant funds will be used for the intended purposes outlined for this program.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Officer/Applicant

## PROJECT SUMMARY

Please provide a comprehensive, clear and concise response to each of the questions below. If a question does not apply to your application, indicate by responding “Not Applicable.”

### 1. Substantiating Community Need

- a. Identify and describe existing needs in the community to be addressed by the proposed activity.
- b. Specifically describe how the activities to be carried out directly address identified needs in the community.

### 2. Project/Activity Goals and Outcomes

- a. Describe the overall goals, objectives, and activities to be accomplished by the proposed project.
- b. Provide measurable outcomes for your project and how those outcomes will be measured.

### 3. Coordination and Collaboration

- a. Describe current efforts to collaborate and coordinate services with other community organizations regarding the proposed project.
- b. Explain how you will develop any needed collaborative relationships that are not already in place.
- c. Does any community organization, other than your own, offer the type of services proposed under this program design? If so, describe how your program will enhance these efforts.

### 4. Implementation Plan

- a. If this is a new project/activity, describe specific steps to be taken to implement the activity. Identify target dates for each phase of implementation.
- b. If this is an existing project/activity, describe how this funding will be used to expand the scope of the existing activity. Identify target dates for each phase of implementation.

### 5. Demonstrated Experience and Financial Information

- a. Describe the applicant’s (or the principal staff as it relates to the project) background, and experience in implementing the proposed activity or similar activities.
- b. Provide a proposed budget breakdown with the following information:

Budget Items:	Description of Budget Items	Funding: Source:	CAG \$	Other \$	Total

- c. Have you ever received funding from the City of Bethel before? If so, provide 1) dates, 2) amounts, 3) project descriptions, and 4) Exit Report status.

### 6. Exit Report Due

- a. Awardees will be required to present a written Exit Report to the Community Action Grant Board within 30 days of completion of the project/program. See Report on City’s website ([www.cityofbethel.org](http://www.cityofbethel.org)).

- b. Identify the timeframe in which you anticipate providing an Exit Report to the Board on the use of the grant funds.
- c. If applicant has a current Community Action Grant in progress, provide a spending plan that clearly shows how the remaining funds will be spent to complete the project/program.