



2018-19 Grant Application Instructions

1. Application Cover Sheet
 - Answer all questions completely.
 - All applications must be typed.
 - Do not reference other materials.

2. Concise narrative, which includes:
 - a. Description of the project.
 - b. Specific objectives and measurable outcomes.
 - c. Plans for accomplishing the outcomes.
 - d. Names and qualifications of the persons staffing the project.
 - e. If a collaborative project, the roles of each partner.
 - f. Description of community involvement.
 - g. How the project will be evaluated.

3. JCCC Line Item Budget Form

4. Documentation (nonreturnable). Examples include:
 - Project design and drawings
 - Letters of support or collaboration
 - Evidence of previous work

5. If applicant is a tax-exempt organization, include Employer Tax ID and basic information about the organization such as mission statement, number of staff employed and volunteers involved.

If you have questions or need help please email info@jococulturalcoalition.org.

During the review process, JCCC Board members may contact you for additional information or a site visit or personal interview. **Include both** an evening and daytime contact phone number.

When the determination process has been completed, all applicants will be advised of the outcome of their proposal request. All decisions are final.