



# Grant Application Instructions

Follow these instructions to complete and submit your grant application.

1. Complete the **Application Cover Sheet**, available on [jococulturalcoalition.org](http://jococulturalcoalition.org).
  - Answer all questions completely.
  - All applications must be typed.
  - Do not reference other materials.
2. Write a concise **narrative**, which includes:
  - a. Project description.
  - b. Specific objectives and measurable outcomes.
  - c. Plans for accomplishing the outcomes.
  - d. Names and qualifications of the persons staffing the project.
  - e. If it's a collaborative project, the roles of each partner.
  - f. Description of community involvement.
  - g. How the project will be evaluated.
3. If applicant is a tax-exempt organization, also include the employer tax ID and basic information about the organization such as mission statement, number of staff employed, and number of volunteers.
4. Include any **optional supporting documentation** as relevant to the project. Note that these documents are nonreturnable. Examples include:
  - Project design and drawings
  - Letters of support or collaboration
  - Evidence of previous work
5. Complete the **Project Budget**, available on [jococulturalcoalition.org](http://jococulturalcoalition.org).
6. Email all documents to [info@jococulturalcoalition.org](mailto:info@jococulturalcoalition.org) by 11:59 pm on the deadline date.

*Updated 9/25/2019*