

Grant Application Guide

This is not the grant application.

This information must be submitted by your NTCA member grant application sponsor.

Please review this document before beginning the grant application process. The entire list of questions and information requested is below.

1. Applicant Information

- Organization name
- Street Address
- City
- State
- Postal Code
- Organization Phone Number
- Organization Email Address
- Point of Contact's First/Last name
- Point of Contact's Title
- Point of Contact's Email Address
- Point of Contact Phone Number

2 – Application Information

Provide a brief explanation of the organization's history, goals and objectives.

- Upload an attachment for this answer.

Was COVID-19 a factor in the preparation of this application?

- Select yes or no

If yes, please explain how your organization was affected by COVID-19.

- Provide a brief typed explanation on how your organization was affected by COVID-19.

3 – Application Information

Which category does your application fall under?

- Select one of the four options.

The remaining answers for this page will be typed answers.

Provide a one-sentence executive summary of the project.

- This is a very basic description of your project. Something like, *We request \$x,xxx to purchase YYX and do ZZZ.*

Identify the problem to be addressed and the needs to be met by the project.

- Why do you want to do this project? What problem will you be making better?

Describe the goals and overall impact of the project.

Why is your organization the best to address the challenge? Are you working with other organizations in your community to complete the project?

What's the estimated number of people your project will affect?

- This can be both direct and indirect beneficiaries of the project.

What is the timeline for the project?

- If selected, the grant awards are not paid until December 2020, so your project should match that timing.

What's the end goal and how will you measure success?

Is the project sustainable? Will the project continue after year one? How? Specify your plans for financing the project at the termination of the grant.

5 – Application Information Continued

Requested grant amount (grant award maximum is \$5,000)

How much is the total project? If the project is more than \$5,000 how will the project be fully funded?

- Answer will be typed

Provide a budget for the project, outlining what the funds will be spent on with as much detail as possible. (you will not be required to purchase identified materials if alternatives are identified that complete the task). Please upload a file for this question.

- Upload an attachment

Last Page

Upload a W-9 form with a tax ID number and 501c(3) certificate (if applicable).

Upload any additional documentation