

## Community Grant Application Guide

Please use this application guide or visit [frs.org/communitygrant](https://frs.org/communitygrant) to create a complete Community Grant application. Then, return your complete Community Grant application to your NTCA member partner. Your NTCA member partner will submit the application on your behalf. The application guide has the exact questions that will need to be answered. Applications must be submitted through your NTCA member partner.

### Grantee Organization Information

1. Organization Name
2. Mailing Street Address
3. Mailing Address City
4. Mailing Address State
5. Mailing Address Postal Code
6. Organization Phone Number
7. Organization Email Address
8. Point of Contact's First/Last Name
9. Point of Contact's Title
10. Point of Contact's Email Address
11. Point of Contact's Phone Number
12. Brief explanation of organization's history, goals, and objectives.
13. Was COVID-19 a factor in the preparation of this application?
  - a. Yes, or no?
14. If yes, please explain how your organization was affected by COVID-19.

### Project Information

1. Which category does your application fall under? Business and Economic Development, Community Development, Education or Telecommunications Applications
2. Provide a one-sentence executive summary of the project.
3. Identify the problem to be addressed and the needs to be met by the project.
4. Describe the goals and overall impact of the project.
5. Why is your organization the best to address the challenge? Are you working with other organizations in your community to complete the project?
6. What is the estimated number of people your project will affect?
7. What is the timeline for your project? (When will the project start and end? Please use MM/YYYY - MM/YYYY format.)
8. What is the end goal and how will you measure success?
9. Is the project sustainable? Will the project continue after year one? How?

### Funding Request

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

1. How much is the total project? If the project is more than \$5,000, how will the project be fully funded?
2. 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). List other financial contributors to the project or other financing sources or strategies that you are developing. Please upload file for this question.

### Supporting Documentation

Upload any additional supporting documents.

*\*Unless otherwise noted, each of these answers is a fillable text box. \**