# Community Grant Application Questions – Zoomgrants (Proposed)

**Summary**
Application Title/Project
Amounted Requested

**Applicant Information**
Name
Telephone
Email

**Organization Information**
Name
Address/City/Zip
Telephone / Email
Website

**CEO/Executive Director**
Full Name
Title
Email

## Application Questions

1. Provide a brief summary of the project for which your agency is seeking funding (no more than 3 sentences; this text will be used widely during the review and implementation process to describe your project.)

2. Describe your agency and provide its mission or purpose statement.

3. Describe the following:
*a. The problem(s), need(s), issue(s) or service gaps and how your project will address it*
*b. Describe the anticipated outcome of your project and how it addresses the goals of the Youth Master Plan/Cultural Plan.*

4. Explain how this project will be implemented and administered. Please include how you plan to market the project.

5. Identify the organizations your agency will partner with on this project (a collaboration agency affidavit form is required for each collaborating agency – enter N/A if not applicable).

6. Please choose a common indicator that your agency will use to measure participation:
- Audience (performance)
- Spectators (event)
- Participants
- Clients.

7. Estimate the total number of unduplicated Pleasanton residents to be served by this project.

8. Describe the specific population your agency anticipates serving with these funds and how they will benefit from the implementation of this project. (e.g. low income, youth, disabled, etc.)

9. Please describe in detail what the community grant funds will be specifically used for.

10. Describe how this project is cost effective and the budget is reasonable for the anticipated result. If this project does not receive funding, what will be the effect on this project?

11. If your agency received funding from the City of Pleasanton in the past five years, please include project name, funding level and the year funding was received (enter NA/ if not applicable).

15. Please provide your Pleasanton business license number.

16. Please confirm that you have uploaded the following in the "Documents" tab:
- Current annual budget for the entire agency, including revenue
- Agency organization chart
- List of Board of Directors/Governing Board with their contact information
- Board of Directors' authorization to request funding
- Community of Character Declaration
- Collaboration Agency Affidavit Form
- Most Recent Agency Audit or Tax Return
- Articles of Incorporation/Bylaws.

**Budget Section**
1. **Funding Sources/Revenues:**
   - In the Funding Sources/Revenues section please include all program funding that will be / may be used to support this program.
   - In the "Amount Requested" column please indicate the amount you are requesting from this grant source as well as any other funding sources you may be seeking, including funding from your own agency, e.g. your agency name - $2500, community grant program - $7500, community sponsors - $3000, other county grant (name county and grant) - $1000 etc.
   - In the "Amount Committed" column please indicate how much of that requested amount will actually be committed to the project, e.g. your agency -$2500, other county grant - $500 etc.In the "Total Program Budget" column please indicate total dollar amounts for each line item needed for the entire amount of the program, e.g., entire program will cost $2,000 please indicate on each line item how that will break down.

2. **Funding Uses/Expenses:**
   - In the Funding Uses/Expenses section please include all program funding that will be / may be used to support this program.
   - In the "Total Program Budget" column please indicate total dollar amounts for each line item needed for the entire amount of the program, e.g. entire program will cost $25,000 please indicate on each line item how that breaks down.
   - In the "Pleasanton Grant Requested" column please indicate the amount of your grant request that will be used for that line item, e.g. requested $7,500 of that $7,500. $5,000 will be used for personnel costs, $1000 will be used for equipment rental, $500 will be used for printing and $1000 will be used for supplies.

Budget Narrative/Discussion – provides text box for applicants to explain costs.