

Community Grant Application Questions – Zoomgrants (Current)

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 for (no more than 3 sentences; this text will be used widely during the review and implementation process to describe your project.)
2. Describe the following:
 - a. *The problem(s), need(s), issue(s) or service gaps to support the need for this project in Pleasanton*
 - b. *How your project relates to the problem, need, issue or service gap.*
 - c. *How this relates to the Cultural Plan or Youth Master Plan.*
3. Please describe your agency and its mission.
4. Please provide information to justify your agency's capacity to conduct this project (management, fiscal staff resources, and expertise, etc.) Enter N/A if not applicable.
5. Explain how this project will be implemented, administered and operated.
6. Identify the organization(s) that 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.
7. Please choose a common indicator that your agency will use to measure:
 - Audience (performance)
 - Spectators (event)
 - Participants
 - Clients.
8. Estimate the total number of unduplicated Pleasanton residents to be served by this project.
9. 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.)
10. What type of community grant is your agency applying for?
 - Seed
 - Capital

- Operating.

11. Describe in detail the role of the Community Grant funds in this project (e.g., what specifically will the Community Grant funds be used for?)

12. Describe how this project is cost effective and the budget is reasonable for the anticipated result

13. If this project does not receive funding, what will be the effect on this project?

14. If your agency received funding from the City of Pleasanton in the past 5 years please describe and include the project, funded level and in what year funding was received. Enter N/A if not applicable.

15. Please indicate your City of Pleasanton Business License No.

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
- Personnel Information.

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

Attachment 3

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.