

■ **Organizational Background**

- History
- Mission
- Types of Programs Offered
- Constituencies served

■ **Project Description**

- Justification of Need
- Specific Goals & Objectives
- Activities Planned to meet Goals & Objectives
- Project Time Line
- Qualifications of Key Personnel / Organization
- Evaluation Plan

■ **Budget**

- Provide a Narrative and Detailed Spreadsheet (do they have a form?)