## *Sudbury Program Application Cover Page*
*For Town of Sudbury Applicants*

## *General Information:*

Town Department, Commission or Committee

Primary Applicant Name                                            Title

Co-applicant Name, if any                                         Title

Telephone (Primary applicant)              email

Web

Have you received previous Sudbury Foundation grant support?      Yes        No
If yes, please list Date, Project Name and Amount of Funding:

## *Proposal Information:*

Total project cost:
Amount requested from Sudbury Foundation:
Proposed time period:
Project Area (See Grant Guidelines for descriptions):
    Youth Development and Opportunity
    Preservation of Community Character and Assets
        Historic Preservation
        Environmental Preservation
    Community Building/Town Betterment
    At-Risk Populations

Project Name:

Project Description: (Please summarize the project in 2-3 sentences.)

*Town Manager signature*                                          *Date*

## *Application Outline*

**Instructions**: Please answer each question clearly and concisely in the order listed here in a MS Word document. If a question is not applicable to your project, please indicate that. Most proposals can be presented well in 3-5 pages.

Return the application, signed cover sheet, the required attachments and any additional supporting materials you wish to: email to: contact@sudburyfoundation.org or hard copy to The Sudbury Foundation, 326 Concord Road, Sudbury, MA 01776.

### *Proposal Narrative:*

Please answer the questions in the order listed. Be clear and concise, and answer in the order listed. If a question is not applicable to your project, please list it and indicate "n/a".

1.  What are the issue(s) you hope to address through the proposed project? Describe the need.
2.  How did the project come about?
3.  How does the project fit with Town or department goals?
4.  How does the project fit with Sudbury Foundation goals and priorities?
5.  Describe the activities involved.
6.  Please describe the population that will be served by the project.
7.  Give evidence that you/your team can complete the tasks. What are the skills or credentials required?
8.  Present the time-line for the project.
9.  What are the anticipated outcomes and measures for success?
10. How will the activity be sustained after grant funding has ended?
11. Provide a budget spreadsheet that summarizes all revenue and in-kind support for the project and itemizes all expenses, including the Town's contribution to the project, if applicable. Please include the status of funds raised to date.
12. Other: Please include relevant support materials, if appropriate. (i.e. consultant's quote and bio)