

**RUTHERFORD COUNTY
GRANT REQUEST FORM**

Internal Use Only: Rutherford County Departments

If your department is interested in seeking funding in the form of a grant, please fill out this form and sign it.

Please submit this form or this format to the Grant Coordinator.

Contact

Person: _____ **Phone** _____
(Person responsible for developing the project/program or service to be funded.)

Grant Project/Program Title: _____

Background Information/Need Statement: A general program overview and an explanation of the need. Why are you doing this?

Program History: Year the program started, recent expansions, awards/honors, etc. Include specific information on the population that your project is focused on.

Project/Program Impact & Goals: What will the project accomplish that will make the community a better place? What are your goals?

Objectives: Tell specific things you will be accomplishing in your project.

Administration: What types of administrative support will/does the program require?

Equipment Needs: List the equipment needed for starting and/or maintaining the program? This will include everything from desks and chairs to computers.

Justification for each item requested:

Proposed Results: How will the project results be used and/or disseminated?

Project/Program Timeline: Beginning and ending dates of program/project or service. A clear indication of the time frame for the project and the times when each aspect of the project will be implemented.

Budget Summary:

Income – Other sources of funding _____

Expenses – Itemize

TOTAL BUDGET: \$ _____

Justification for each budget expense item:

Continuation Funding: What happens after the grant funds are expended? How will the project/program be funded?

Contact Person's Signature: _____ **Date** _____