



Grant Application Instructions

Follow these instructions to complete and submit your grant application.

1. Complete the **Application Cover Sheet**, available on jococulturalcoalition.org.
 - Answer all questions completely.
 - All applications must be typed.
 - Do not reference other materials.
2. Write a concise **narrative**, which includes:
 - a. Project description.
 - b. Specific objectives and measurable outcomes.
 - c. Plans for accomplishing the outcomes.
 - d. Names and qualifications of the persons staffing the project.
 - e. If it's a collaborative project, the roles of each partner.
 - f. Description of community involvement.
 - g. How the project will be evaluated.
3. If applicant is a tax-exempt organization, also include the employer tax ID and basic information about the organization such as mission statement, number of staff employed, and number of volunteers.
4. Include any **optional supporting documentation** as relevant to the project. Note that these documents are nonreturnable. Examples include:
 - Project design and drawings
 - Letters of support or collaboration
 - Evidence of previous work
5. Complete the **Project Budget**, available on jococulturalcoalition.org.
6. Email all documents to info@jococulturalcoalition.org by 11:59 pm on the deadline date.