

**City of Newark
Delaware**

**FUNDING APPLICATION
FOR
COMMUNITY DEVELOPMENT BLOCK GRANT AND REVENUE
SHARING FUNDS**

Fill out application completely. Incomplete applications may be disregarded. Please use the form provided. Submit one application per agency. If submitting a proposal for more than one project, submit one application and prioritize projects within the application.

APPLICANT OR ORGANIZATION _____

ADDRESS _____

TELEPHONE _____

CONTACT PERSON _____

E-MAIL ADDRESS _____

TOTAL AMOUNT REQUESTED _____

EXECUTIVE SUMMARY Please provide a one line description of your agency's proposal. If requesting funding for more than one project, please prioritize and use one line per project. Use space provided only.

DO NOT WRITE IN THIS SPACE – OFFICE USE ONLY

CDBG Eligible	_____
Public Services	_____
Administration	_____
Other	_____
Revenue Sharing Eligible	_____

AGENCY INFORMATION

TYPE OF ORGANIZATION

___ Private Non-Profit

___ Public

___ Private Profit

___ Other (Specify) _____

DATE ORGANIZATION WAS FORMED _____

TOTAL CURRENT ANNUAL BUDGET _____

(Please attach a one page summary of your organization most recent budget or financial statement)

FISCAL YEAR From _____ to _____

NUMBER OF EMPLOYEES Full Time _____ Part Time _____

NUMBER OF VOLUNTEERS Full Time _____ Part Time _____

In the immediate past fiscal year, has your organization received funding from the following sources? Check any which apply.

Federal _____
State _____
County _____
United Way _____

Private Foundations _____
Religious Organizations _____
Community Organizations _____
Other _____

Has your organization received Community Development, Revenue Sharing funds or any other funding assistance from the City of Newark in the last 5 years?

___ Yes ___ No If yes, please list below:

Year	Grant Source	Amount	Project Title
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PROJECT PROPOSAL/DESCRIPTION

Describe your proposed project. The description should be a succinct and clear summary of the project as per the guidelines below. Please respond to each Section in order and address all requested information. **Each section (Sections 1-6) should be limited to a maximum length of one and a half pages.** If requesting funding for more than one project, list project descriptions in priority order. Additional pages may be attached.

Section 1: General Project Information

Project title and the amount of funding requested.
Please Include:

- One page summary of your organization's most recent budget or financial statement.
- Annual Report or other information that you think will be helpful in understanding your organization. *Max. three additional (3) pages.*

Section 2: Project Description

Please provide a brief description of your project. Please Include

- Project's design and scope.
- Project's location and service area (ex: immediate neighborhood, census tract, citywide, etc.).
- List all sources and amounts of funding, including in-kind donations, which will support this project.
- Provide Itemized Budget for project.
- Provide appropriate unit costs. (ex: \$\$ per 1 hour of day care service; \$\$ per household; \$\$ per program recipient).

Section 3: Community Need

Explain how your proposal addresses an important community need specific to Newark.

- What are the intended benefits of the project?
- Explain how the project addresses the goals of the Community Development Block Grant Program and/or the Revenue Sharing Program.

Section 4: Beneficiaries

Describe the characteristics of the population to be served by the project. Also include:

- Estimated number, and demographics, of persons to be served.
- Percentage of the total which are Newark residents.
- Percentage of the total who reside in New Castle County outside of city limits.
- Percentage of low/moderate income persons to be served.
- Outline how the agency will document residency and low-and-moderate income benefit.

Section 5: Outcome & Evaluation

1. How do you plan to evaluate the project? Please list specific outcomes and performance measures.
2. If the project received CDBG or Revenue Sharing funding last year, please give an update and evaluation.

Section 6: Other Information

Summarize any other information which you feel will be helpful to evaluate your proposal. *Max. three additional (3) pages.*