

A. PROJECT NAME

B. APPLICANT ORGANIZATION

C. FEDERAL ID NUMBER

D. POINT OF CONTACT (NAME, TITLE, EMAIL AND PHONE NUMBER)

E. EXECUTIVE SUMMARY

Summarize the project scope and benefits in approximately 150 words or less.

F. PROJECTED START AND END DATES

Should be no more than **one** year. Please note if there are any start/end date dependencies, e.g., if the project timeline is dependent on external funding, other approvals, etc.

Project Start Date (Month/Year):	Project End Date (Month/Year):
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Dependencies (if any):

G. FUNDING REQUEST

Total amount:

H. PROJECT DESCRIPTION

Detailed description that expands upon the Executive Summary. Please attach with application and **limit three pages**.

I. PROJECT GOALS

Describe the impact you anticipate this effort to make. How will this be transformative and help Southwest Virginia grow?

J. PROJECT METRICS

How do you know if you are reaching your project goals described in the section above? Please note specific indicators of success for the project, preferably using a list format. These metrics will be reviewed to evaluate progress for the grant period.

K. MILESTONES

List key dates, activities or events.

L. PROJECT OUTCOMES

Quantify the outcomes the project will have as it relates to economic vitality and environmental quality of the coalfield counties of Southwest Virginia, e.g., number of annual visitors, revenue generated, jobs created, number of acres environmentally impacted, etc.

M. PROJECT TEAM

Project collaborators who are supporting the effort with financial and/or other resources. Please describe support provided by each collaborator.

N. RESUMES

Please attach a resume for each member comprising the project team.

O. PROJECT BUDGET

Include **all** sources and uses, by fiscal year—July 1 to June 30—using the budget narrative template provided and attach with application.

P. PLAN FOR SUSTAINABLE FUNDING

How will this program be supported and governed once CFCF funds are expended? Please be specific about future commitments.

Q. RISK MANAGEMENT PLAN

What is necessary for project success, other than CFCF funding? Are there dependencies on other funding sources?

What could derail project success? What actions will be taken to mitigate key risks?

R. ORGANIZATIONAL CAPACITY

Describe your organization's capacity to provide project and fiscal management expertise and/or resources.

S. LETTERS OF COMMITMENT AND/OR SUPPORT

Please attach letters outlining collaboration and/or support for this project.

SIGNATURE

PROPOSER SIGNATURE:

Name:

Date: