

**Woodstock Economic Development Commission
Application for Community Project Grant 2019**

Name of Project: _____

Brief Description (50 words): _____

Grant Request: _____ **Total Project Budget:** _____

Applicant Information

Name of Applicant/Organization/Business: _____

Mailing Address: _____

Name of Project Coordinator: _____

Contact's Email Address: _____ Telephone: _____

Organization's Website URL: _____ EIN: _____

Applicant/Organizational Description: Briefly describe your organization or group and its mission. (150 words)

Applicant/Organizational Budget: What is your total organizational budget (or total project expenses) for the current fiscal year?

Organizational Budget (Required for businesses and organizations): Attach a copy of your Budget to Actual comparison or Profit Loss (P/L) statement for the most recently completed fiscal year.

Project Information:

Project Goals: Explain the goal(s) of the project. Describe the work you will do and what that will accomplish, in other words - what you are doing and why. Please be specific. (300 words)

Project Timeline: Please explain the overall timeline for your project as well as the specific steps required to achieve your goals. Please list specific dates if they've been identified. (150 words)

Project Champion: Who is championing this project, what is their role in the community, and why are they leading this work? (100 words)

What will success look like? Please explain how you will know that you've achieved your goals. (250 words)

Project Budget Narrative: What will the grant funds be spent on? (200 words)

Project Budget – Itemized. Please break-down/categorize the total project costs:

Income Category	Total	Applicant	EDC	Other	In-Kind
Total Income					
Expense Category	Total	Applicant	EDC	Other	In-Kind
Total Expenses					

Additional lines may be added or you may attach an itemized project budget. Please include both expenses and revenue, including pending and secured support. Material and labor in-kind support should be identified but might not be considered as matching funds.

Community Value

Your answers to the following questions will help the EDC evaluate your grant application according to the published funding rubric.

Tell us how your project enhances the beauty or improves the quality of life for Woodstock residents and visitors? (200 words)

In what way will the proposed project contribute to the Woodstock’s economic vitality? (150 words)

Will the proposed project attract new residents to Woodstock? If yes, explain how. (150 words)

Tell us about existing community support for this project. How have community members been engaged in decision-making regarding this idea or project? (150 words) You may attach a Letter of Support in addition to or in lieu of this question.

Does the project have adequate funding for now and future years? (150 words)

Please attach any supporting information, including letters of reference or other relevant information.

Signature indicates that you have read and agreed to the EDC Community Grant Guidelines 2019.

Submitted by: (First and Last Name) _____

Signature: _____

Date: _____