BETHESDA METRO FOUNDATION PROJECT REQUEST FORM

I. PROJECT TITLE:

II. AMOUNT OF GRANT:

III. DESCRIPTION OF THE ORGANIZATION REQUESTING GRANT:

(A couple of paragraphs describing the organization including their vision statement.)

IV. PROBLEM:

 (1 paragraph describing the problem that will be addressed.)

V. OBJECTIVE:

(1 short paragraph describing what the immediate objective of the project being proposed.)

VI. HOW WILL SUCCESS BE DETERMINED:

(Identification of the indicators that be used to measure the successful implementation of the project.)

VII. BENEFICIARIES:

 (The specific number.)

VIII. PROJECT FINANCING:

 (Line item budget. Should include all funds.)

X. IMPLEMENTATION PLAN:

 (Short description of how the project will be implemented including a simple timeline.)

XI. REPORTING:

It is anticipated that all funds provided by the grant will be expended within six months of receiving the grant.

XII. PROJECT CONTACTS:

(Names of 2 people, addresses, telephone numbers, and e-mails..)

XIII. DATE SUBMITTED:

DATE GRANT APPROVED: