

Community Venture Partners, Inc.

A Catalyst for Sustainable Solutions

PROJECT SUBMISSION OUTLINE

Project Name (and Tag Line or Slogan if available)

Mission Statement: Statement of the goals, outcomes and public benefits of the project.

Project Overview & Summary: A synopsis / summary of the project, background information, type of program, demographics groups served, locations served, etc..

Time Frame: Indicate phasing or multi-year if appropriate.

Assistance Requested: Type of funding or assistance required (e.g., technical assistance, services, etc.), "in-kind" amounts, amounts in hand and needed.

Need for The Project: Answers the question: Why do this project?

Endorsements for The Project: Names of any other entities endorsing your proposal.

Project Goals & Objectives: The charitable, educational or scientific issues being addressed.

Methods of Achieving Goals & Objectives: Work plan, outreach and distribution methods, collaborators, etc.

Projected Outcomes: Tangible deliverables and general public benefits of the proposal.

Methods of Evaluating Outcomes: Quantitative and qualitative methods to be used.

Major Funding & Support:

Major Funders to date

Matching or Challenges Grants in place

Total value of "in-kind" support.

Financial Information on Your Organization: Organization financials.

Key Personnel: Bio and background information on key personnel.

Information Attachments: (if available)

Proposal Budget Breakdown (donated and actual costs)

Copy of IRS nonprofit determination letter

Most recent 990 tax return

Photo images, video / DVD

Any other explanatory information: PDFs, Powerpoint, etc.

Disclaimers: State any conflicts of interest or other project completion disclaimers.

Contact Information: Names, addresses, phone numbers, email addresses, web site, etc.