

Small Cities 2008 Application

1. Project Description: Please provide a summary of the proposed project. The summary should include a detailed scope of the total project, including the non-CDBG funded components.

a. Total Beneficiaries. Please provide a total number of individuals that will benefit from your project.

2. Detail Budget:

- a. Provide a detailed budget for the proposed program to include program delivery and direct program costs.
- b. Document the experience of the provider, costs of comparable services and the process used to review the accuracy of the budget.
- c. Explain the qualifications of person who prepared the budget.

3. Project Need: Define the need or problem to be address by the proposed project. Explain in detail why the project is important. Please give examples. Provide evidence of the severity of the need. Who is the affected population and why is this population presently undeserved?

The need of the project will be evaluated upon the extent to which the response demonstrates the severity of need through summary descriptions of surveys, census data, architectural and engineering studies. Applicable photographs may be included as attachments to the packet.

4. Community Involvement and Support: Provide evidence of public support by either forums, or meetings regarding the proposed project and attendance records.

Community Involvement will be evaluated based on the extent to which the community and potential beneficiaries were provided with opportunities for involvements by meetings forums or other means.

5. Project Feasibly: Demonstrate that the activity is feasible by providing the following:

- a. Describe what evidence exists to show that the community at large or project beneficiaries will use the project. Include documentation of demand for the activity through summary description of surveys, inquires, waiting lists or past participation.
- b. If applicable, describe and document the availability and sources of matching or other funds needed to complete the project.

- c. Identify the roles and responsibility of all personnel involved in the project as well as internal control.
- d. Citing past accomplishment, document that:
 - a. The agency has necessary expertise to conduct the activity and has successfully completed past activities in a timely manner.

Project feasibility will be evaluated on the extent to which the project is capable of proceeding at the time of the award, can be effectively managed, and can be physically and financially accomplished within the grant period.

- 6. Project Impact:** Describe the impact the activity will have on the identified needs.
- a. What measurable improvements will result from the activity?
 - b. How much of the need will be addressed?
 - c. Define the direct and indirect outcomes that will result from the project
 - d. Identify the quantitative and qualitative measure to determine that the outcomes are achieved.
 - e. Refer to specific target areas or populations.

Project impact will be evaluated on the extent to which the response documents that the activity proposed will have measurable improvements / identifiable outcomes that will benefit the intended beneficiaries.