



Sudbury Program
Application Cover Page
Town of Sudbury

General Information / Please complete and return with your application materials.

Town Department, Commission or Committee

Address

Primary Applicant/Title

Email

Telephone

Extension

Secondary Applicant/Title (if any)

Email

Proposal Information

Grant Application Due Date (Check one):

January 1

April 1

July 1

October 1

Check the project area you are applying to:

Youth Development and Opportunity

Community Building/Town Betterment

At-Risk Populations

Preservation of Community Character and Assets

Historical Preservation

Environmental Preservation

Project Name: _____

Project Description: (Please summarize the project in 2-3 sentences.)

Amount requested: \$ _____ (Please round up to the nearest \$10.)

Total project cost: \$ _____

Proposed time period: _____

Town Manager Signature

Date (MM/DD/YY)



Sudbury Program
Application Outline
Town of Sudbury

Instructions

Please answer each question clearly and concisely in the order listed. If a question is not applicable to your project, please indicate that. Most proposals can be presented well in 3-5 pages.

Return the application, signed cover sheet, required attachments and any additional supporting materials you wish to include to contact@sudburyfoundation.org by 5:00 p.m. on the grant due date. All Town proposals must be signed by the Town Manager.

Proposal Narrative / Briefly describe:

1. What are the issue(s) you hope to address through the proposed project? Describe the need.
2. How did the project come about?
3. How does the project fit with Town goals?
4. How does the project fit with Sudbury Foundation goals and priorities?
5. Please describe the activities involved.
6. Please present the timeline for the project.
7. Please describe the specific population that will be served by the project.
8. Please give evidence that you/your team can complete the tasks. What are the skills or credentials required?
9. What are the anticipated outcomes and measures for success?
10. How will the activity be sustained after grant funding has ended?

Attachments

- Provide a budget that summarizes all revenue and in-kind support for the project and itemizes all expenses, including the Town's contribution to the project, if applicable. Include status of funds raised to-date. (The Foundation's budget template is attached.)
- Other: Include relevant support materials, if appropriate (i.e., consultant's quote and bio).