



Community Grants Application Package

Revised: 2007/07/06

Tips for Completing Community Grant Application

Northern Regional Wellness Coalition

Please ensure all sections are completed.

SECTION 1: Applicant Information

SECTION 2: Project Description

Project Name: Record the name of your project and date of activity.

Area of Concentration: Please check one.

Project/Program Purpose:

Provide a brief overview of what your group would like to do including target group and projected start and end date.

Project Goal:

A goal is a general statement explaining what you want to accomplish with this project. It identifies the issue and the desired result of the work which will be completed. Without a goal, it is difficult to know whether or not your plan was successful.

For example: To increase opportunities for physical activity for children at School A.

Project Objectives:

Objectives go hand in hand with goals; they outline the steps to be taken in order to meet your goal. If the goal is your destination, objectives show you how to get there; they give you direction. You may have one objective or several for your goal. Please ensure they:

- are short and to the point: one sentence
- relate to the issue and the goal
- can be measured
- are time limited – they have an end point
- are realistic and target specific group(s)

Project Activities:

Activities are the things you do in order to meet your objectives and goal. Activities are specific events or plans which you will undertake to meet the objectives and goal. For each activity you should try to answer the questions “by whom” and “by when”.

Planned Method of Evaluation:

Include a brief summary of participant evaluation feedback. See attached same of participant evaluation form.

BUDGET: Section 3

A budget should identify how you will spend the money you have outlined in your proposal. When you prepare your evaluation report at the end of this project you will need to show us where you spent the monies awarded to your group/individual. Therefore, all of the expenses that are associated with the activities outlined in your proposal should be included in the budget section of the application. **Applicants are asked to keep all receipts.*

How will you recognize the contributions of the Northern Regional Wellness Coalition?

Promotional Items Used.

Please ensure that your application is signed and dated.

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