

**TOMBIGBEE RESOURCE CONSERVATION & DEVELOPMENT  
COUNCIL**  
**GENERAL FUND CHALLENGE GRANT PROPOSAL**

**Format for FY 2012 General Fund  
CHALLENGE GRANT Project Funding Proposals**

**Section A: Project Summary / Administrative Information**

**A1. Project Title:** *Provide a **BRIEF DESCRIPTIVE TITLE** of the project.*

**A2. Proposal Submitted by:** *Provide the official name, address, phone number, and email of the organization/group/agency etc. that is seeking the funding.*

Organization's Official Name: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**A3. Signature of Organization's Leader:** *Provide the signature and printed name of the organization/ group/agency leader.*

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**A4. Total amount of requested funds:** *The minimum amount is \$500 and the maximum amount is \$7,000 for any single award. A detailed explanation of how the funds will be used must be provided in Section C of this funding request.*

\$ \_\_\_\_\_

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**A5. Timeline:** *What are the starting and completion dates for this project?*

*Beginning date:* \_\_\_\_\_

*Ending date:* \_\_\_\_\_

**A6. Location of Project:** *Where will the project be carried out? Give specific street address, city/ county.*

**A7. Name(s) of Project Director(s):** *Provide the name of the individual(s) who will be responsible for ensuring the project is completed as approved and who will be accountable for ensuring the funds are expended as authorized within the approved budget.*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**A8. Challenge Grant Proposal referred by:**

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

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**A8. Non-profit confirmation:** *I certify that the applying organization is non-profit (501-c-3).*

FEDERAL TAX ID: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

***If applying group is not NON-PROFIT, please complete the following information regarding the affiliating group:***

***Yes, we will serve in the expenditure responsibility capacity for the applying group.***

FEDERAL TAX ID: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

Organization: \_\_\_\_\_

Signature: \_\_\_\_\_

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**Section B: Project Narrative**

The project narrative section should not exceed two (2) pages in total length, and must include the following three sections:

**B1. Description of Project:**

- a. *Provide a brief ACTION STATEMENT of the ultimate result you intend to accomplish with this project.*
  
- b. *State the GOALS of your proposed project and OUTLINE the objectives that will support it.*
  
- c. *State the Tombigbee RC&D Council goal(s) your proposed project addresses and describe how your project advances the Council's mission.*

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**B2. Project development:**

*Describe how the proposed project will be **organized**. Include **demographic information** and **timelines**.*

**B3. Proposal Measurements:**

Describe how you will evaluate the **effectiveness** of your proposed project.

**B4. Benefits:**

a. Describe how the project will improve the community.

b. Describe any potential **benefits** of your project **beyond the grant period**.

**B5. Challenges:**

Describe any challenges that might occur during the project's timeframe that might prevent the project from being completed within the one-year grant period.

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**B6. Justification:**

*Assuming proposals of equal status are received by Tombigbee, briefly state why this proposal should be funded. Why is it important to do this project?*

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**Section C: Budget**

**Provide as many pages as necessary to fully explain in the narrative section exactly how the money will be spent. Add categories as needed to fully describe how funds will be spent.**

C1: **Budget Form:**

Categories	Dollar amount awarded from Tombigbee Challenge Grant Funding	<b>TOTALS for Tombigbee Challenge Grant Funding</b>
Personnel		
Equipment		
Facilities (rental)		
Materials/Supplies		
Travel		
Postage		
Services		
Sub-contracts		
Other categories		
<b>TOTALS</b>		

C2: **Budget Narrative:** *For each category above where you are requesting funding or have funding from other sources, give a full and detailed explanation of exactly how the funding will be used. Provide as much detail as possible on each category (i.e., personnel, equipment, etc.). Explain the source(s) of the funds that are listed in the “dollar amounts from other (non-Tombigbee) sources” column for each category where funds are listed. All*

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*purchases must be related to project activities. This grant money is not intended for capital assets, operational phases of established programs, or endowment campaigns.*

**Personnel:**

**Equipment:**

**Facilities (rental):**

**Materials/Supplies:**

**Travel:**

**Postage:**

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**Services:**

**Sub-contracts:**

**Other:**