

Application for funds

In a narrative not to exceed three pages, please respond to the following:

Agency/School Requesting funds:
Amount Requested (not to exceed \$1,000):
Contact Person:
Mailing Address:
Phone:
Email Address:

Project Title:

New Project

Existing Project

Briefly describe your agency, its funding, purpose, and staff:

Project overview:

1. Purpose of the project, reason you are applying for funds, and description of how the residents of greater Rochester will benefit.
 2. Activity/procedure (please include time lines, beginning and ending dates).
 3. If you are requesting funding for a speaker, please include information about the speaker (a short bio and an overview of the presentation – may attach separately).
 4. What is the expected result?
 5. How will you measure your success?
 6. How does your project fulfill a unique need in the community?
 7. How will the project remove barriers to participation of un-served or under-served populations?
 8. What other sources of funding have you received or explored?
 9. Budget- please include:
 - a. Include an itemized budget of the project (maybe a separate attachment)
 - b. List all sources of funds
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**Please submit by email to Melissa Garcia at megarcia@rochester.k12.mn.us
If unable to email this application, please bring or mail to Melissa Garcia, Northrop Community Education Center, 201 8th Street NW, Rochester, MN 55901**